

# Georgia Library Association

## HANDBOOK

Last Updated  
October 30, 2020

This handbook exists to help GLA members in carrying out the activities of the organization with clarity and continuity. Please contact the Handbook Committee if you know of changes that need to be made or if you see any errors. Remember that changes in bylaws and constitutions usually have a prescribed procedure for approval within each subgroup. We are committed to keeping this publication up to date, and we appreciate your input.

### Handbook Committee Chair

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## ***Procedures for Making Changes to the GLA Handbook***

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These procedures apply to all sections of the GLA Handbook. Changes to the Constitution and Bylaws will be managed primarily by the Constitution and Bylaws Committee and communicated with the Handbook Committee.

At their discretion, the Handbook Committee can make minor grammar, punctuation, and formatting changes to the Handbook and update appendices with referenced information (such as the Past Officers section). Otherwise, changes must be proposed to and voted on by the Executive Board either in-person or virtually. The following are general procedures for proposing a change or addition to the Handbook to be addressed at Executive Board meetings:

1. The committee/interest group chair or other person who requests a change sends the Handbook Chair an e-mail with the change they want made with the exact wording and where it should go in the Handbook. The Chair and the requester discuss the proposal as needed and the Chair addresses questions that may arise about what's currently in the Handbook. Only items that have been written up will be considered for a vote.
2. The Handbook Chair collects these items for the next Executive Board meeting and sends them to the President to be added to the agenda. When possible, the written proposed changes are e-mailed to the Board two weeks before the meeting. Printed copies of the proposed changes will be provided at the meeting.
3. Proposals are introduced at the Executive Board meeting during the Handbook Committee update. Proposals are discussed and voted on during New Business. The Chair addresses each committee/group that proposed the change or addition, gives them the opportunity to explain it, and then opens the floor for discussion.
4. After each committee/group speaks about their proposal, the proposal is voted on. If approved, it will be added to the Handbook. If changes to the requester's wording are voted on and approved during the meeting, the requester will send the updated phrasing to the Handbook Chair.
5. Also at the Executive Board meeting, after the current business is handled, the Handbook Chair asks if there are any questions about the Handbook to be addressed. If the requests are minor and can be handled at that time (i.e., they are basic enough that they don't need to be written up ahead of time), they can be voted on. The Chair will also remind people to email them any changes/additions requests for the next meeting.
6. The Chair updates the Handbook with the approved changes then sends it to the GLA Webmaster to be uploaded to the website.

Primarily, voting for changes to the Handbook will be handled at the Executive Board meeting. Should a change or addition need to be made before the next Executive Board meeting, the Executive Board can vote on it via e-mail.

revised April 2018

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## ***Active Affiliation with Other Organizations***

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### **American Library Association**

The Georgia Library Association is a chapter of the American Library Association.

ALA Councilor: An ALA Councilor is elected by the Georgia Library Association in accordance with the [ALA Constitution](#) (Article VI, Section 2) and [Bylaws](#) (Article IV, Section 2). The Councilor is elected for a three-year term, beginning with the 1967 Conference. (See section on Executive Board.)

### **Southeastern Library Association**

Executive Board (Georgia member): The Georgia Library Association is entitled to one representative on the SELA Council ([SELA Constitution](#), Article IV, Section 3, subsection a). The SELA Councilor from Georgia is nominated and elected according to the [Constitution and By-laws](#) of SELA. (See section on Executive Board.)

### **State Board for the Certification of Librarians**

The General Assembly of Georgia, at its regular 1937 session, passed a law providing for the certification of librarians in Georgia. During regular sunset review, the Board for the Certification of Librarians was continued under Georgia Code, Annotated, §43-24-5 (1982). Part of the law is quoted as follows:

§43-24-2. Creation of board; members.

- a. The State Board for the Certification of Librarians is created, to consist of six persons as follows:
  1. Three librarians certified under this chapter, including one public librarian, one special librarian, and one other currently practicing librarian, and one person who shall be a trustee of a public library;
  2. A member to be appointed from the public at large who shall have no connection whatsoever with the library profession; and
  3. The director of public library services of the Board of Regents of the University System of Georgia.
- b. The members referred to in paragraphs (1) and (2) of subsection (a) of this Code section shall be appointed by the Governor and shall be confirmed by the Senate.
- c. The terms of the five members appointed pursuant to paragraphs (1) and (2) of subsection (a) of this Code section shall be five years. The term of the director of public library services of the Board of Regents of the University System of Georgia shall be coextensive with the term of office of this position.
- d. Members of the board shall be reimbursed as provided for in subsection (f) of Code Section 43-1-2.
- e. If there is a vacancy on the board, the Governor shall appoint a member to serve the unexpired term.

**History:** Ga. L. 1937, p. 245, §§ 1, 2; Ga. L. 1978, p. 918, § 1; Ga. L. 1980, p. 1075, § 1; Ga. L. 1982, p. 1493, §§ 1, 6; Ga. L. 1987, p. 355, § 1; Ga. L. 1988, p. 13, § 43; Ga. L. 1996, p. 167, § 14; Ga. L. 2000, p. 618, § 95.

§43-24-4. Employment of certified librarians by state operated libraries; withholding public funds from noncomplying libraries

Any public library serving a political subdivision or subdivisions having a population of over 5,000 according to the United States decennial census of 1970 or any future such census and every library operated by the state or its authority, including libraries of institutions of higher learning, shall not employ in the position of librarian a person who does not hold a librarian's certificate issued by the board. No public funds shall be paid to any library failing to comply with this chapter, provided that nothing in this chapter shall apply to law libraries of counties and municipalities, to libraries of public elementary and high schools, or to libraries of the University System of Georgia.

**History:** Ga. L. 1937, p.245, § 4; Ga. L. 1982, p.1493, § § 3, 7.

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## ***Executive Board***

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### **I. Description**

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#### **A. Personnel**

1. The Executive Board shall be composed of the following voting members:

- a. President
- b. Vice-President/President-Elect
- c. Vice-President for Membership
- d. Vice-President for Marketing and Branding
- e. Secretary
- f. Treasurer
- g. Chairs of all Divisions
- h. ALA Councilor
- i. SELA Executive Board (Georgia member)
- j. Chair and Vice-Chair of the Interest Group Council

2. The Executive Board shall also seat the following non-voting members:

- a. Immediate Past President
- b. Editor of *Georgia Library Quarterly*
- c. Administrative Services Coordinator
- d. Parliamentarian
- e. Chair of the Handbook Committee
- f. A representative from the Carterette Webinar Team.

Any section chair, any committee chair, any GLA member, or any person who has business with the Board may be invited to attend Executive Board meetings after initiating a request to the President.

#### **B. Meetings**

The Executive Board meets at least four times a year, generally once a quarter. Other meetings may be called at the time and place indicated by the President.

Seven voting members of the Executive Board shall constitute a quorum of the Board.

#### **C. Powers and Duties**

1. Administer the business of the Association and act for the Association between meetings.
2. Advise the President in appointment of committees.
3. Act in advisory capacity to the President in determining current and long range plans and policies.

4. Cooperate with ALA and other state and regional associations on matters of mutual interest or benefit.
5. Advise the GLA representatives to the ALA Council and the SELA Executive Board on measures of concern to the Association.
6. Fill all vacancies which may occur among officers of the Association between Conferences.
7. Select a vendor to provide for the Associations administrative services and to negotiate a contract with this vendor.
8. Organize an annual audit of the association's financial records. Each January, the Executive Board will hire an auditor to perform an audit.
9. Recommend changes in the Bylaws.
10. Nominate honorary members.
11. Approve applications for formation of Divisions, Interest Groups and Sections.

#### **D. General Duties**

1. Attend all regular and called meetings of the Association and Executive Board.
2. Maintain all records of the office.
3. Keep the President informed. To distribute electronic copies of all reports to the President, the Archivist, and other members of the board as appropriate.
4. Transmit to the newly elected officers all records and funds at the close of the annual conference or within sixty days (the Treasurer is allowed ninety days).
5. Participate in general conference planning. (For duties of individual officers, see appropriate sections of "GLA Conference Procedures").

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## **II. Voting Members – General Duties**

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#### **A. President**

Power and duties - To perform such duties as are implied by the title (Bylaws, Article IV, Section 1a)

1. Preside at all meetings of the Association and Executive Board.
2. Direct the entire program of the Association:
  - a. Represent the Association in all official capacities.
  - b. Speak for the Association on all established policies.
  - c. Act as liaison officer between the Association and other official bodies.
  - d. Coordinate the work of all officers, Divisions, Interest Groups, Sections and Committees.
3. Approve the disbursement of monies by the Treasurer.
4. Appoint a new Vice-Chair/Chair-Elect each year for committees that do not have a method established elsewhere in the Bylaws or Handbook for selecting a chair.
5. Appoint, subject to approval by the Executive Board, members of all standing and special committees, and notify them of their appointments and duties.



6. Act as Chair of the Executive Board:
  - a. Call meetings between sessions of the annual Conference.
  - b. Arrange for facilities for such meetings.
  - c. Prepare agenda for meetings.
  - d. Call Executive Board meetings at the beginning and close of GLC. Serve on the Board as the Immediate Past President for the year following term of office as President.
7. Write a message for each issue of *Georgia Library Quarterly*.
8. Send duplicates of all major correspondence to the Chair of the Records Committee. (Copy of unofficial handbook of suggested routine duties is kept in President's files.)
9. Serve on the steering committee for GLC.
10. Serve as Chair of the Budget Committee, as Co-Chair of the Conference Committee, and as Ex-officio member of all other committees except the Nominating Committee.

#### **B. Vice-President and President-Elect**

Duties - To perform such duties as implied by the title.

1. Serve as a member of the Executive Board.
2. Preside in the absence of the President, or upon request of the President when present.
3. Assume the office of the President if that office becomes vacant.
4. Serve on the steering committee for GLC, in close consultation with President and other members of the Executive Board.
5. Assume office as First Vice-President beginning in January of the calendar year following the GLC Conference at which elected, and assume office of President the second January following election.
6. Prepare a tentative list of committee appointments in advance of the first Executive Board meeting of the new biennium, so that committees may be approved by the Board, as far as possible.
7. Serve as a member of the Handbook Committee.
8. Serve as Co-Chair of the Conference Committee.

#### **C. Vice-President for Membership**

Duties - To perform such duties as implied by the title.

1. Serve as a member of the Executive Board.
2. Assume duties in the absence of the Vice-President/President-Elect.
3. Serve as Chair of the Membership Committee and work closely with Administrative Services Coordinator.

#### **D. Vice-President for Marketing and Branding**

Duties – To perform such duties as implied by the title.

1. Serve as a member of the Executive Board.

2. Oversee the work of the Marketing and Branding Committee, the Webmaster, and other out-facing aspects of the Association.

#### **E. Secretary**

Duties - To perform such duties as implied by the title.

1. Serve as a member of the Executive Board
2. Record minutes of all sessions of the Association.
3. Record the minutes of all Executive Board Meetings.

#### **F. Treasurer**

Duties - To perform such duties as implied by the title.

1. Serve as a member of the Executive Board.
2. Report on the amount of money in the treasury at meetings.
3. Keep accurate records of all financial transactions.
4. Serve as a member of the Budget Committee.
5. Disburse the monies of the Association upon the approval of the President or the Administrative Services Coordinator.
6. Prepare an annual report.
7. Submit the accounts to be audited each January, as specified by the Executive Board duties.
8. Surrender the financial records and books to the newly elected Treasurer as soon as possible but not to exceed ninety days after the Biennial Conference.
9. Purchase interest-bearing bonds or certificates at his/her discretion. These bonds or certificates must be federally insured or guaranteed.
10. Keep accurate records of all financial transactions of designated reserve accounts of units within the Association.
11. File the Association's federal and state financial reports, including State and Federal tax returns as well as any forms required to maintain the Associations tax exempt status.

#### **G. Division Chairs**

The Chairs of the seven Divisions serve as voting members of the Executive Board. (For descriptions and list of officers, see section on Divisions.)

#### **H. ALA Councilor**

Prior to 1967, when Roxanna Austin was elected Chapter Councilor of the American Library Association, Miss Lucile Nix, Miss Virginia McJenkin and Miss Sarah Jones had served on the ALA Council. ALA By-laws, Article IV, Section 2 authorize each state chapter of ALA to elect one Councilor, who serves a three year term. The GLA Constitution provides that the Association shall be a Chapter of the American Library Association and shall elect a representative to serve on the ALA Council (Chapter Councilor), who shall also serve as a member of the Executive Board of the Georgia Library Association. The Councilor shall be elected only by the ALA members of GLA for a

three-year term. The Nominating Committee shall present this nominee along with its regular slate of officers at the three-year interval. (Constitution Art. VI, Sec. 1-2.)

Duties:

1. Represent GLA at council meetings of ALA.
2. Consider questions submitted through ALA mailings and at Council meetings in the light of the best interest of the State as a whole; report controversial matters to the Executive Board of GLA at its next meeting.
3. Attend and participate in meetings of the Executive Board of GLA in order to represent the interests of the Association at ALA Council meetings.
4. Write the annual article on library activity in the state of Georgia for publication in the ALA Year Book.

#### **I. SELA Executive Board (Georgia Member)**

The Georgia Library Association is entitled to one representative on the SELA Executive Board, who is nominated and elected according to the Constitution and Bylaws of SELA.

Constitution Article IV, Section III subsection a specifies that "The Executive Board of the Association shall consist of the Officers of the Association, the Immediate Past President of the Association, one (1) elected representative from each constituent state library association, and the chairman of each Section and Roundtable of the Association." The SELA Bylaws, Article IV, Section IV, part b, cover the election and term of these representatives.

In October, 1975, the GLA Constitution was officially revised (Article VII) to cover the SELA Board member. Changes provide that GLA handle such elections when a vacancy occurs in the office of a representative, the Executive Board of that State library association shall designate a replacement until the next scheduled election for that state. The Southeastern Library Association was founded in 1920 and the first Georgia Library Association member of the SELA Executive Board according to known records was elected in 1950.

Duties:

1. Represent GLA at all Executive Board Meetings of SELA.
2. Attend and participate in meetings of the Executive Board of GLA and bring reports on the work of SELA.

#### **J. Interest Group Council Chair**

Duties:

1. Call and preside at meetings of the Council.
2. Represent the Council and individual Interest Groups at Executive Board meetings.
3. Coordinate conference program plans for the Interest Groups

#### **K. Interest Group Council Vice-Chair**

Duties:

1. Serve as a member of the Executive Board.
2. Represent the opinions of the various interest groups to the Executive Board.
3. Make recommendations on the formation of new Interest Groups to the Executive Board.

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### **III. Non-Voting Members – General Duties**

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#### **A. Immediate Past President**

The Immediate Past President serves as a non-voting member of the Executive Board in the year immediately following his/her term as President.

General Duties:

1. Attend all regular and called meetings of the Association and Executive Board.
2. Maintain all records of the office.
3. Keep the president informed. To prepare all reports minimally in triplicate, submitting one copy to the President, one to the Administrative Services Coordinator, and one for the unit's files.
4. Transmit to the newly elected officers all records and funds at the close of the annual conference or within sixty days (the Treasurer is allowed ninety days).
5. Participate in general conference planning. (For duties of individual officers, see appropriate section of "GLA Conference Procedures").

#### **B. Editor of *Georgia Library Quarterly***

The Editor of *Georgia Library Quarterly* serves as a non-voting member of the Executive Board. (Bylaws, Art. VI, Sec. 2b)

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### **IV. Other Attendees**

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#### **Administrative Services Coordinator**

The Administrative Services Coordinator is an individual or company that is contracted by the Executive Board to meet the Associations administrative needs. The duties of the Administrative Services Coordinator may vary depending on the details of the contract but will usually include the following:

1. Membership

- a. Sends dues notices to membership each year as specified in the vendor's contract.
  - b. Collects, properly credits, and deposits all checks and issues membership cards.
  - c. Holds special membership drives as deemed necessary.
  - d. Maintains a database of the membership.
  - e. Handles all changes of addresses, complaints, and correspondence relating to the affairs of the Association.
  - f. Works closely with the Membership Committee.
- 2. *Georgia Library Quarterly*
  - a. Prepares and sends reports relating to GLA membership to the Editor and the publication site coordinator as requested.
  - b. Receives monies related to the journal and deposits them to the GLA account.
- 3. GLC Conference
  - a. Attends the GLC Conference at the Association's expense.
- 4. Minutes
  - a. Distributes the minutes of the general sessions of the conference, as well as those of the workshops, special meetings, and Executive Board meetings.
- 5. Printing
  - a. Prints membership cards, application cards and envelopes, the Association stationery and any special printing jobs (e.g. membership lists).
- 6. Hubbard Scholarship Fund
  - a. Assists with notification of interested parties and is responsible for listing, acknowledging and depositing checks. Forwards information requests and contributor information to the Scholarship Committee chair.
- 7. Conducts the official correspondence of the Association.
- 8. Maintains a post office box in the name of the Association and picks up mail regularly.
- 9. Arranges for location, registration and coordination of Association meetings, including but not limited to the annual Leadership Conference. Fees for registration and meals for these functions are paid in advance to the Administrative Services Coordinator.
- 10. Prepares and distributes the roster of committees - chairs and members - including names and addresses.
- 11. Other responsibilities:
  - a. To the President: Provides the President with copies of the important correspondence, and assists the President in any way possible.

- b. To the Executive Board Members: Keeps the Board informed and assists in any special project when asked.
- c. To the Treasurer: Sends bills to the Treasurer for expenses relative to the operation of GLA and Association expenses. Sends a copy of all bank deposits to the Treasurer.
- d. To the Division, Section, and Interest Group Chairs: Furnishes a listing of each unit's membership as secured from the Association membership database.
- e. Prepares and distributes roster, including names, addresses, and phone numbers of Executive Board members.

## **B. Parliamentarian**

Duties:

1. Advise the presiding officer on questions of parliamentary procedure.
2. Use *Robert's Rules of Order*, the latest edition, as authority in all decisions, subject only to the Constitution and Bylaws of the Association. The earliest records only list the Parliamentarians since 1951.

## **C. Advisor to the President**

The Advisor to the President, who may have previously served on the GLA Executive Board but is not currently a member of the Board, is appointed by the GLA President. The Advisor is chosen in order to provide input and perspective deemed valuable to the President. This individual's duties are to share their experiences and perspective with the President and Executive Board.

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## ***Divisions***

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**There are seven Divisions of the Georgia Library Association:**

[Academic Library Division](#)  
[Georgia Library Trustees and Friends Association](#)  
[New Members Round Table](#)  
[Paraprofessional Division](#)  
[Public Library Division](#)  
[Georgia Association of School Librarians](#)  
[Special Libraries and Information Services Division](#)

**General Duties and Powers of Division Chairs:**

1. To plan conference program meetings and preside over conference business meetings.
2. To serve as a member of the Executive Board.
3. To hold workshops, when approved by the Executive Board. (A guide for workshop planning is included as an appendix to this publication.)
4. To assume responsibility for seeing that the secretary submits minutes or reports of workshops and conference meetings to the Administrative Services Coordinator and the Editor of the official organ of the Association in duplicate within two weeks of the meeting.
5. To maintain all records of the office of Division Chair.
6. To transmit appropriate records to newly elected officers and to the Administrative Services Coordinator.
7. To submit bills for payment promptly and correctly.

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## **Academic Library Division**

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The first official listing of a College or University Division is in the program for the 1925 meeting held at Indian Springs. Among the founding members were Miss Katherine Carnes of the Wesleyan College Library, Miss Sallie Boone of Mercer, and Miss Margaret Jemison of Emory.

The purpose and function of this Division is primarily to foster professional growth and development among Georgia College and University librarians. Other objectives are listed in the Division Constitution. In 1984, the name was changed to the Academic Library Division and it became the official Georgia Chapter of the Association of College and Research Libraries of the American Library Association.

### **Academic Library Division Bylaws**

#### **ARTICLE I. Name**

The name of this Division shall be the Academic Library Division (ALD) of the Georgia Library Association (GLA).

#### **ARTICLE II. Affiliation**

The Academic Library Division is the officially recognized Georgia Chapter of the Association of College and Research Libraries (ACRL), a division of the American Library Association.

#### **ARTICLE III. Object**

The object of this Division shall be to represent academic librarians and libraries in the State of Georgia in order to enhance library service, in the broadest sense, to all residents.

#### **ARTICLE IV. Membership**

##### **Section 1. Eligibility.**

Any individual member of the Georgia Library Association may become a member of this Division by so indicating annually to the GLA office. Members of the Association of College and Research Libraries residing or employed within the State of Georgia (hereafter cited as ACRL members) are automatically members of the ACRL Georgia Chapter.

##### **Section 2. Dues.**

Membership in GLA/ALD may be elected without charge as one of the free memberships allowed each individual member upon payment of annual dues as determined by the Executive Board of GLA. Honorary members of GLA may elect ALD without payment of dues as the one free divisional membership to which they are entitled. An extra fee as determined by the Executive Board of GLA is required for membership in ALD by individuals who elect it in addition to their one free division.

##### **Section 3. Privileges.**



- a. Benefits. Members belonging to both GLA/ALD and ACRL are entitled to all publications, discounts and other privileges specified by the governing bodies of those respective organizations. Members of GLA/ALD or ACRL who are not also members of the other organization are entitled to certain benefits funded in whole or in part by the budget allocation of their respective organizations.
- b. Leadership. Members of GLA/ALD may serve as candidates, officers, and board members of this organization in accordance with Article VI, Section 4, of these Bylaws.
- c. Voting. Members of GLA/ALD and members of ACRL may participate in votes conducted, except as restricted by Article VI, Section 5 of these Bylaws.

## ARTICLE V. Officers

### Section 1. Officers

The Officers of GLA/ALD shall be: Chair, who also serves as President of the ACRL Georgia Chapter, Vice-Chair/ Chair-elect, Secretary-Treasurer, and ACRL Chapters Council Representative.

### Section 2. Duties

- a. Chair. The Chair shall preside at all meetings of the ALD Executive Committee and at all membership meetings of GLA/ALD. The Chair shall have general supervision of the activities of the Division, and shall be an ex-officio member of all committees. With the advice of the Executive Committee, the Chair shall create all committees and formulate their charges, and make appointments to committees. The Chair shall represent GLA/ALD on the Executive Board of GLA and shall serve as a communication link with ACRL offices by serving on the ACRL Chapters Council.
- b. Vice-Chair/Chair-Elect. The Vice-Chair/Chair-Elect shall perform the duties of the Chair in the absence of the Chair or in the event of a vacancy in the office of Chair.
- c. Secretary-Treasurer. The Secretary-Treasurer shall take minutes at all membership meetings and at meetings of the Executive Committee, shall disseminate these minutes to Executive Committee members and to the GLA and ACRL offices, and shall be responsible for the accounting of funds of GLA/ALD.
- d. ACRL Chapters Council Representative. The ACRL Chapters Council representative shall attend the ACRL Chapters Council meetings at both the ALA Midwinter and Annual Meetings (as the voting member) and shall keep the GLA/ALD Executive Committee informed of all ACRL-related issues affecting academic librarianship in Georgia.

## ARTICLE VI. Executive Committee

### Section 1. Members.

The Executive Committee of GLA/ALD shall consist of:

- a. Chair
- b. Vice-Chair/Chair-elect
- c. Immediate Past Chair

- d. Secretary-Treasurer
- e. ACRL Chapters Council representative

## Section 2. Duties.

The Executive Committee is responsible for filling vacancies to elective offices as outlined in Article VI, Section 6, below. The Executive Committee is also responsible for all funds allocated to the GLA/ALD, whether GLA or by ACRL, or arising from activities of the Division. All matters of policy or procedure affecting GLA/ALD and plans for all programs it sponsors must be approved by the Executive Committee.

## Section 3. Terms.

The terms of the Chair, Vice-Chair/Chair-Elect, Past Chair, and Secretary-Treasurer shall be for one year. The ACRL Chapters Council representative shall serve for three years.

## Section 4. Eligibility.

Individuals nominated for the offices of Chair, Vice-Chair/Chair-Elect, and ACRL Chapters Council representative must be current members of both GLA and ACRL, in accord with ACRL Bylaws Article IV. Other board members of GLA/ALD must be members of GLA.

## Section 5. Nominations and Elections.

The Executive Committee of GLA/ALD shall oversee the nomination of candidates for Executive Committee positions. Candidates for office shall be presented to the GLA Nominating and Elections Committee prior to the deadline for inclusion on the GLA ballot pursuant to GLA Bylaws Article II. Only members of GLA who have chosen membership in ALD may vote for officers.

## Section 6. Vacancies.

Appointments to fill vacancies in the positions of Vice-Chair/Chair-Elect, Secretary-Treasurer, or ACRL Chapters Council representative shall be made by the Executive Committee for the duration of the term of office. A vacancy in the office of Chair shall be filled for the remainder of the term by the Vice-Chair/Chair-Elect. This shall not prevent succession to the office of Chair for the following term; however, the incumbent may decide not to serve a normal term in this circumstance.

# ARTICLE VII. Committees and Appointments

## Section 1. Creation of Committees.

The Chair, with advice from the Executive Committee, shall create all Standing and Special Committees of the GLA/ALD, and shall formulate charges for all committees.

## Section 2. Appointments.

The Chair, with advice from the Executive Committee, shall make appointments to all Standing or Special Committees, taking into consideration the importance of involving as many GLA/ALD and ACRL members as possible in the work of the division. The Chair shall also designate the Chair of each Committee and specify the responsibilities of that position.

### Section 3. Terms.

Appointments to Standing Committees shall be for the biennium. Appointments may be renewed, but an individual shall serve no more than two consecutive biennia on one Committee.

### Section 4. Duration of Special Committees.

Special Committees may not exist beyond the biennium, unless specifically extended by the Chair.

## ARTICLE VIII. Meetings

### Section 1. Annual Meeting.

The annual meeting of GLA/ALD shall be held in conjunction with the annual meeting of the Georgia Library Association. An additional meeting may be called in conjunction with other GLA programs.

### Section 2. Special Business Meetings.

Special business meetings of GLA/ALD may be held at any time with the authorization of the Executive Committee. Three weeks written notice shall be given to members of the time, location, and purpose of such a meeting. Only the business specified in the call to the meeting shall be transacted.

### Section 3. Quorum.

Those members of GLA/ALD and/or ACRL present at either biennial or special business meetings shall constitute a quorum for the transaction of business.

### Section 4. Rules of Order.

*Robert's Rules of Order*, the latest edition, shall govern the conduct of all business meetings.

## ARTICLE IX. Policies

### Section 1. Consistency.

The policies of GLA/ALD shall be consistent with the Constitution and Bylaws of the Georgia Library Association, except as noted below.

### Section 2. Resolution in the Event of Conflict.

Should the respective policies of GLA and ACRL be in conflict, GLA/ALD shall adopt GLA policy.

## ARTICLE X. Ratification and Amendment

### Section 1. Ratification of GLA/ALD Bylaws.

These Bylaws shall be adopted following approval by the GLA/ALD Executive Committee and the GLA Executive Board, and approval by a majority of the GLA/ALD members voting in the special election.  
Section 2. Amendment.

The Bylaws may be amended following approval of the proposed amendment by the Executive Committee of GLA/ALD, the GLA Executive Board, and the majority of GLA/ALD members attending an annual meeting of GLA/ALD, provided that notice of the proposed amendment has been distributed not less than one month before final consideration.

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## **Georgia Library Trustees, Friends and Advocates Association**

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The objective of the Georgia Library Trustees, Friends and Advocates Association (GLTFAA) is to promote the development and improvement of libraries and library services for the benefit of the people of Georgia.

In 1965-67, this group became a division of the Georgia Library Association under the name of the Georgia Library Trustee Association. Prior to that time they had been known under several titles. (See officer listing in Appendix 3) In 1984, the name was changed to the Georgia Library Trustees and Friends Association. In 1999, the Executive Board of GLA approved the change in name to add Advocates.

Membership in GLTFAA offers the following opportunities:

- To exchange ideas and discuss problems with others who have similar interests, experiences and responsibilities.
- To become better educated through publications, programs and personal contact
- To learn about library developments and activities at the state, regional and national levels.
- To become a more confident and effective advocate for libraries through contact with legislators and other policy makers at all government levels.

The Georgia Library Trustees, Friends and Advocates Association, a Division of the Georgia Library Association, meets at the annual GLA (GLC) conference.

Bylaws: The proposed Bylaws were approved by the GLTA Executive Committee on March 30, 1984, and by the GLA Executive Committee on the same date. The Bylaws were approved in October 1985.

### **Georgia Library Trustees, Friends and Advocates Association Bylaws**

(Revised October 24, 2003)

#### **ARTICLE I. Name**

The name of this association shall be the Georgia Library Trustees, Friends and Advocates Association.

#### **ARTICLE II: Objectives**

The objective of this association shall be the development and improvement of libraries and library services in the State of Georgia.

#### **ARTICLE III. Membership**

##### **Section 1.**

Membership in this association shall be open to library trustees, friends, governing boards and other persons who have an active interest in libraries. Membership shall be for one year.

##### **Section 2.**

Dues shall be determined in accordance with the Georgia Library Association Bylaws.

#### ARTICLE IV. Officers

##### Section 1.

Officers shall be elected by a majority of members of GLTFAA present at the annual business meeting and shall be president, vice-president, and secretary-treasurer

##### Section 2.

Officers shall be installed immediately following election at the GLTFAA annual business meeting held during the GLC conference, and shall hold office for a period of two years and/or until successors are elected, but may not serve more than two consecutive terms in the same office.

##### Section 3.

A vacancy in office shall be filled for the unexpired term by the Executive Committee of GLTFAA. In filling vacancies, the vote shall be by ballot if more than one nominee for an office is presented and a majority vote shall be necessary to elect. A person having served more than one-half of a two-year term shall be considered to have served one complete term.

#### ARTICLE V. Meetings

Meetings shall be held during the annual conference of the Georgia Library Association. Special meetings may be called by the Executive Committee at any time, and regional meetings or workshops to further the work of the association may be held as deemed necessary.

#### ARTICLE VI. Executive Committee

The Executive Committee shall consist of the officers of GLTFAA and the immediate past president of GLTFAA, with the president of GLA and the Director of the Georgia Public Library Service of the Board of Regents of the University System of Georgia serving as ex-officio members. The Executive Committee shall be responsible for planning and executing the work of the GLTFAA.

#### ARTICLE VII. Committees

Committees may be appointed by the president in order to carry out the work of the association. The president shall serve as an ex-officio member of all committees except the Nominating Committee.

The Nominating Committee shall consist of three members appointed by the president and will present a proposed slate of officers to the membership at least thirty days prior to the annual business meeting.

#### ARTICLE VIII. Parliamentary Authority

*Robert's Rules of Order*, the latest edition, shall govern this association.

## ARTICLE IX. Amendments

These Bylaws may be amended at the annual GLTFAA business meeting by a two-thirds vote of those present, provided the amendment has been approved by the Executive Committee and thirty days' notice has been given to the membership.

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## **New Members Round Table**

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### **History**

On October 31, 1969, a small group of young librarians who were new to the profession held an informal meeting to discuss the formation of a Junior Members Round Table for Georgia. They petitioned the Georgia Library Association for permission to form under its auspices, and GLA approved the Round Table during its Biennial Conference at Jekyll Island on October 29, 1971. In 1984, the New Members Round Table became a Division of GLA.

Publication: News In The Round, v. 1-10, 1973-1984 (irregular). Publication suspended in 1984.

### **Bylaws of the New Members Round Table of the Georgia Library Association**

#### **ARTICLE I. Name**

The name of this organization shall be the New Members Round Table of the Georgia Library Association.

#### **ARTICLE II. Objectives**

The objectives of this organization shall be:

1. To recruit new members into the Georgia Library Association and to help these members further their knowledge of the profession and the association;
2. To provide new members of the profession with a common meeting ground for connecting with one another and to the Georgia library community as a whole;
3. To facilitate professional growth through offering meeting presentations and training, a wiki-based collaborative resource center, committee involvement, and many other opportunities;
4. To assist the Georgia Library Association in promoting a greater feeling of involvement and responsibility for the development of library service and librarianship; and
5. To act as a sounding board for ideas of the New Members Round Table membership and to identify potential leaders within the Georgia Library Association.

#### **ARTICLE III. Membership**

The New Members Round Table is open to Georgia Library Association members who have served in the profession or state for fewer than five years, are currently enrolled in library school, or have an interest in working with newcomers to the profession.

The Executive Board will assess dues (if any) on a calendar year basis.

#### **ARTICLE IV. Officers**

##### **Section 1.**

The officers shall be (1) Chair, (2) Vice-Chair / Chair Elect, and (3) Secretary. All officers will serve for one year.



## Section 2.

The officers shall perform duties generally associated with these offices and other duties as outlined in this article or approved by the Executive Board.

- a. The Chair shall conduct all meetings and shall, with the advice of the Executive Board, appoint any standing and special committees and liaison members as necessary. The Chair shall be an ad hoc member of each committee.
- b. The Vice-Chair/Chair-Elect shall conduct business and shall succeed to the office of Chair should that office become vacant. The Vice-Chair/Chair-Elect shall also work with the Chair in planning the programs for the meetings of the organization.
- c. The Secretary shall perform his/her normal duties.
- d. The Chair shall appoint committee chairs, who will serve one-year terms.

## ARTICLE V. Committees

### Section 1.

The Chair shall assign responsibility for the creation and maintenance of standing committees, including the election or appointment of officers, as deemed necessary to carry out the functions of the organization. Standing committees will maintain policies and procedures in an online platform to ensure continuity and facilitate training of new officers.

### Section 2.

Special committees shall be appointed by the Chair as the need arises and will cease to exist when they have fulfilled their charge.

### Section 3.

The chair of each committee should report the committee's activities at each membership meeting and, if necessary, at Executive Board meetings.

## ARTICLE VI. Executive Board

### Section 1.

There shall be an Executive Board consisting of the elected officers and the coordinators of the standing committees.

### Section 2.

The Executive Board shall have general supervision of the affairs of the New Members Round Table in the intervals between meetings.

### Section 3.

A majority of the Executive Board shall constitute a quorum.

## ARTICLE VII. General Meetings

### Section 1.

There will be two general membership meetings each year. A business/election meeting will be held annually at the time of the Georgia Library Association's Annual Conference.

#### Section 2.

The order of business at all meetings shall be according to *Robert's Rules of Order*, the latest edition

#### Section 3.

A quorum for general membership meetings will consist of ten percent of the membership.

### ARTICLE VIII. ALA Affiliation

This organization shall be a state affiliate of the American Library Association New Members Round Table.

### ARTICLE IX. Elections

#### Section 1.

The Executive Committee of GLA/NMRT shall oversee the nomination of candidates for Executive Committee positions. Candidates for office shall be presented to the GLA Nominating and Elections Committee prior to the deadline for inclusion on the GLA ballot pursuant to GLA Bylaws Article II. Only members of GLA who have chosen membership in NMRT may vote for officers.

#### Section 2.

Voting may take place at any annual meeting of GLA/NMRT or by electronic ballot. A simple majority is required for election.

### ARTICLE X. Amendments

Amendments or additions to these Bylaws may be proposed at any NMRT executive meeting or by mail to be adopted by majority vote of those members present and voting.

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## **Paraprofessional Division**

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The Paraprofessional Division grew out of the Support Staff and Paraprofessional Resources Interest Group (SPRIG). SPRIG's objectives were to: support the objectives of the Georgia Library Association; represent paraprofessionals and support staff who work in Georgia libraries; offer programs of substance at the Georgia Library Association annual conference aimed at improving relationships and coordination among paraprofessionals and support staff and professional staff; offer workshops and other continuing education opportunities to paraprofessionals and support staff; encourage appropriate standards for educational institutions offering programs for library paraprofessionals and support staff; and advance the status of paraprofessionals and support staff.

In 1997 the GLA Executive Board approved SPRIG's request to become a Division of the Association.

### **Constitution of the Paraprofessional Division**

(Adopted October 24, 2003)

#### **ARTICLE I. Name**

This organization shall be called the Paraprofessional Division of the Georgia Library Association (GLA).

For the purposes of this Constitution, the term "paraprofessional" shall refer to any person engaged in library work who does not have a master's degree in library science or library and information studies.

#### **ARTICLE II. Purpose**

1. To support the common objectives of GLA.
2. To represent and support paraprofessionals who work in Georgia libraries.
3. To offer programs at the GLA annual conference aimed at improving relationships and coordination among paraprofessionals and professional staff.
4. To offer workshops and other continuing education opportunities to paraprofessionals.
5. To encourage appropriate standards for educational institutions offering programs for library paraprofessionals.
6. To advance equitable and fair pay for paraprofessionals, and to improve the image and recognition of the contribution of paraprofessionals to libraries.

#### **ARTICLE III. Membership**

Any person who is engaged or has been engaged in library work and who is a member of GLA may be a member of the Paraprofessional Division.

#### **ARTICLE IV. Officers**

##### **Section 1. Officers**

1. The officers of the Paraprofessional Division shall be: Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, Membership Chair, and Awards Chair.

2. Each officer will serve for one year or until a successor is selected. All officers must be members of GLA and work as a paraprofessional in a Georgia library for the entire duration of his or her term.

#### Section 2. Vacancies in Office

Vacancies in office of Vice-Chair/Chair-Elect, Secretary/Treasurer, Membership Chair, or Awards Chair shall be filled by the Chair. Vacancy in the office of the Chair shall be filled by the Executive Board of GLA.

### ARTICLE V. Meetings

The Paraprofessional Division shall meet annually at the GLA meeting. Special meetings may be called by the Chair.

### ARTICLE VI. Amendments

This constitution may be amended by a majority vote of the members present at an annual meeting, provided written or electronic notice of the proposed change(s) is sent to the members at least thirty (30) days prior to the meeting.

## **Bylaws of the Paraprofessional Division**

### ARTICLE I. Finances

1. Fees may be charged for workshops and functions as appropriate. The amount for fees shall be determined by the Paraprofessional Division's officers.
2. All money collected by the Division shall be deposited in an appropriate GLA bank account.

### ARTICLE II. Nomination and Election of Officers

#### Section 1. Nominations

The officers shall be elected at the annual meeting. Elections will be determined by the majority present and voting at the annual meeting. Candidates for office shall be presented to the GLA Nominating and Elections Committee prior to the deadline for inclusion on the GLA ballot pursuant to GLA Bylaws Article II. Only members of GLA who have chosen membership in the Paraprofessional Division may vote for officers.

#### Section 2. Elections

1. The officers shall be elected at the annual meeting. Elections will be determined by the majority present and voting at the annual meeting.
2. Terms of office shall begin on January 1 of the year following the election and end on December 31 of that same year.

### ARTICLE III. Duties of the Officers of the Paraprofessional Division

#### Section 1.

The Chair shall preside at all business meetings, appoint a nominating committee, authorize calls for special meetings, and generally perform the duties of the presiding officer.

#### Section 2.

The Vice-Chair shall preside in the absence of the Chair and serve as Parliamentarian at the business meetings of the Division.

#### Section 3.

The Secretary/Treasurer shall keep a true and accurate account of the proceedings of the Paraprofessional Division and handle any funds pertaining to group business, keeping itemized records of receipts and expenditures.

#### Section 4.

The Membership Chair shall coordinate efforts to increase membership in the Division.

#### Section 5.

The Awards Chair shall serve as chair of the Awards Committee, coordinate and review all nominations, and award of the Paraprofessional Grants annually at the GLA conference.

### ARTICLE IV. Committees

The Chair shall appoint a nominating committee. The Awards Chair shall appoint the Awards Committee.

### ARTICLE V. Parliamentary Authority

#### Section 1. Rules

The rules contained in *Robert's Rules of Order*, the latest edition, shall govern the Division in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, the Bylaws, or special rules of order of the Division.

#### Section 2. Parliamentarian

The Vice-Chair/Chair-Elect shall serve as Parliamentarian at each business meeting of the Division.

### ARTICLE VI. Amendments

These Bylaws may be adopted, amended, or repealed by a majority of those present at an annual meeting, provided written or electronic notice of the proposed change(s) is sent to the members at least thirty (30) days prior to the meeting.

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## **Public Library Division**

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**Objectives:** To provide for the exchange of ideas and experiences, to stimulate continued professional growth, to improve and extend public library services, to raise library standards, to secure support for libraries and to cooperate in the promotion of library services generally.

**Membership:** Members of GLA with a primary interest in public libraries.

**Officers:** Chair, Vice-Chair, and Secretary.

**Responsibilities:** To promote the objectives of the Division, and to plan specifically for the annual meeting to include a business meeting and a Division program, and a workshop during the year.

There are two Sections of the Division:

- Youth Enrichment Services
- Library Standards

### **Constitution of the Public Library Division of the Georgia Library Association**

(Adopted October 23, 1975)

#### **ARTICLE I. Name**

This organization shall be called the Public Library Division of the Georgia Library Association.

#### **ARTICLE II. Objectives**

1. To support the objectives of the Georgia Library Association.
2. To promote the use of public libraries.
3. To offer programs of substance at Georgia Library Association annual conferences.
4. To offer programs as appropriate to Public Library Division needs and interests.

#### **ARTICLE III. Membership**

Qualifications - Any person engaged in library work who is a member of the Georgia Library Association may become a member of the Public Library Division. Membership is by choice upon payment of GLA dues.

#### **ARTICLE IV. Officers**

##### **Section 1. Officers:**

1. The officers of the Division shall be Chair, Vice-Chair/Chair-Elect and Secretary-Treasurer.
2. Each officer will serve for one year or until a successor is elected. All officers must be members of the Georgia Library Association and of its Public Library Division.

##### **Section 2. Vacancies in Office:**

Vacancies in the office of Vice-Chair/Chair-Elect and Secretary-Treasurer shall be filled by the Chair. Vacancy in the office of Chair shall be filled by the Executive Board of the Georgia Library Association.

## ARTICLE V. Meetings

Meetings of the Division shall be held annually in conjunction with the Georgia Library Association meeting. Special meetings may be called by the Chair.

## ARTICLE VI. Amendments

Constitution - This constitution may be amended by a majority vote of the members present at an annual meeting, provided a quorum is present and written notice of the amendments is sent to the members at least thirty (30) days prior to the meeting.

## **Bylaws of the Public Library Division of the Georgia Library Association**

### ARTICLE I. Dues

Dues - Dues may be charged for programs or functions as appropriate. The amount for dues shall be determined by the officers.

### ARTICLE II. Nomination and Election of Officers

#### Section 1. Nominations

1. The Chair shall appoint a nominating committee to present a slate of officers to be elected at the annual meeting. The committee shall consist of at least three members.
2. There may be nominations from the floor providing the person nominated is willing to serve.

#### Section 2. Elections

1. Candidates for office shall be presented to the GLA Nominating and Elections Committee prior to the deadline for inclusion on the GLA ballot pursuant to GLA Bylaws Article II. Only members of GLA who have chosen membership in the Public Library Division may vote for officers.
2. Terms of office shall begin January 1.

### ARTICLE III. Officers

Officers of the Public Library Division must be members of the Division.

### ARTICLE IV. Duties of the Officers of the Division

#### Section 1. Chair

The Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of the presiding officer.

#### Section 2. Vice-Chair/Chair-Elect

The Vice-Chair/Chair-Elect shall preside in the absence of the Chair.

### Section 3. Secretary-Treasurer

The Secretary-Treasurer shall keep a true and accurate account of the proceedings of the Division and handle any funds pertaining to Division business, keeping itemized records of receipts and expenditures.

### ARTICLE V. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the programs of this division.

### ARTICLE VI. Quorum

One fifth of the membership shall constitute a quorum.

### ARTICLE VII. Parliamentary Authority

The rules of procedure contained in *Robert's Rules of Order*, the latest edition, shall govern this division in all cases to which they are applicable, and to which they are not inconsistent with the Constitution, Bylaws, or special rules of order of the Georgia Library Association.

### ARTICLE VIII. Order of Business

Call to Order. Reading of Minutes. Treasurer's Report. Committee Reports. Old Business. New Business. Adjournment.

### ARTICLE IX. Amendments

Bylaws may be adopted, amended or repealed by a majority of those present at an annual meeting, provided announcement of the proposed change is made preceding the meeting.

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## **Georgia Association of School Librarians**

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In 1923 a Children's and Young People's Division was formed - one of the earliest sections in the Association. From 1923 to 1947 there were numerous changes of the name of the division, and at times two sections--one designed specifically for schools. In 1947, the Children's and Young People's Library Division was organized to function through both the Georgia Education Association and the Georgia Library Association. This group was known as an affiliate of GEA and a section of GLA.

In 1960, the American Association of School Libraries became a Department of the National Education Association in addition to continuing as a Division of the American Library Association. Following this lead, the Children's and Young People's Library Division drafted a new constitution in 1962 making the local group a department of GEA rather than an affiliate and continuing as a division of GLA.

In 1971, when the Georgia Education Association (GEA) and the Georgia Teachers and Education Association (GTEA) merged to form the Georgia Association of Educators, the Library Department of GEA became the Library Department of GAE and the Children's and Young People's Division of GLA became the School and Children's Library Division of GLA - two completely separate organizations. Purposes and functions are outlined in its constitution. In 1984, the division name was changed to the School Library Media Division, and in 2013, the name was changed to Georgia Association of School Librarians.

There is one section: the School Media Coordinators Section.

### **Georgia Association of School Librarians Constitution and Bylaws**

#### **Constitution**

(Adopted October 26, 1965)

#### **ARTICLE I. Name**

The name of this organization shall be the Georgia Association of School Librarians of the Georgia Library Association.

#### **ARTICLE II. Purpose**

The Georgia Association of School Librarians of the Georgia Library Association shall be interested in the improvement and extension of library media services to children and youth.

The Georgia Association of School Librarians of the Georgia Library Association shall accept specific responsibilities for:

1. Planning conference programs, in-service activities, and other opportunities for the professional growth of the division members.
2. Representing and interpreting the need for and function of school library media centers to the general public, the media, other educational groups, and legislative bodies.
3. Promoting and providing a forum for continuous study and research in the field of school library media services.

4. Monitoring the actions of accrediting and certification agencies in the interest of maintaining quality school media services.
5. Providing leadership in meeting the challenges of technological change.
6. Cooperating with other Georgia Library Association units, types of libraries, professional organizations, and any group serving children and youth, to promote the purposes of this division.

### ARTICLE III. Membership

#### Section 1. Regular members.

Any media professional who is a member of the Georgia Library Association may become a member of the Georgia Association of School Librarians of the Georgia Library Association.

#### Section 2. Dues.

Dues shall be as specified by the Georgia Library Association.

### ARTICLE IV. Board of Directors

#### Section 1. Members.

The Board of Directors shall be composed of officers of the Georgia Association of School Librarians of the Georgia Library Association and the past Chair of the division as voting members.

#### Section 2. Duties.

The Board of Directors shall initiate the policies of the division and recommend action to the membership.

#### Section 3. Reports.

The Board of Directors shall publish a summary of all actions.

#### Section 4. Vacancies.

The Board of Directors shall have the power to fill all vacancies, and each appointee shall serve to complete the unexpired term.

#### Section 5. Meetings.

Meetings of the Board of Directors shall be held as part of the annual conference of the Georgia Library Association and at the call of the Chair.

#### Section 6. Quorum.

A third of the members of the Board of Directors shall constitute a quorum.

## ARTICLE V. Officers

### Section 1. Officers.

The officers of the Georgia Association of School Librarians of the Georgia Library Association shall be Chair, Chair-elect, and Secretary. The term of office for each elected officer shall be one year, and all officers must be members of the Georgia Library Association.

### Section 2. Duties.

The officers shall perform the duties related to their offices and such other assignments as are delegated to them by the Board of Directors. It shall be the duty of the retiring Chair to file with the Executive Office of the Georgia Library Association a list of officers for the ensuing biennium before the final session of the biennial meeting. The newly elected officers shall assume their duties at the end of the biennial conference of the Georgia Library Association.

## ARTICLE VI. Committees

### Section 1. Establishing Committees.

Committees may be established at any time by the Chair with the approval of the Board of Directors, or at the request of the membership.

### Section 2. Members.

The members of committees shall be appointed by the Chair and approved by the Board of Directors.

### Section 3. Powers and Duties.

The powers and duties of each committee shall be determined by the Board of Directors and defined in writing.

## ARTICLE VII. Meetings

### Section 1. Regular Business Meetings.

Regular business meetings of this organization shall be held in conjunction with the annual conference of the Georgia Library Association.

### Section 2. Quorum.

Membership attending the annual conference of the Georgia Library Association shall constitute a quorum.

### Section 3. Special Meetings.

Special meetings may be held when called by the Chair.

## ARTICLE VIII. Nominations and Elections

### Section 1. Elections.

The officers shall be elected at the annual meeting. Candidates for office shall be presented to the GLA Nominating and Elections Committee prior to the deadline for inclusion on the GLA ballot pursuant to GLA Bylaws Article II. Only members of GLA who have chosen membership in the **Georgia Association of School Librarians** Division may vote for officers.

### Section 2. Nominating Committee.

The Chair shall appoint a nominating committee to present a slate of officers. The committee shall consist of at least three members.

## ARTICLE IX. Amendments

### Section 1.

The constitution may be amended by a majority vote of those present at an annual meeting held in connection with the Georgia Library Association conference. Written notice of the amendments must be sent to the members 30 days prior to the meeting.

### Section 2.

The Bylaws may be amended by a majority vote of those present at an annual meeting held in connection with the Georgia Library Association conference.

## **Bylaws**

### ARTICLE I. Officers

Any member of the Georgia Association of School Librarians of the Georgia Library Association will be eligible to serve as an officer.

### ARTICLE II. Parliamentary Authority

The rules of procedure as stated in *Robert's Rules of Order*, the latest edition, shall govern this division in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the Georgia Library Association.

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## **School Media Coordinators Section**

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The School Media Coordinators Section was established during the 1979-81 biennium. The first meeting was held in Athens in 1980.

### **Constitution for School Media Coordinators Section**

School and Children's Division, Georgia Library Association  
(Adopted Athens, GA, May 2, 1980)

#### **ARTICLE I. Name**

The name of the organization shall be School Media Coordinators Section, Georgia Association of School Librarians of the Georgia Library Association.

#### **ARTICLE II. Objective**

The object of this organization shall be to advance the interests of and to provide leadership for the improvement and expansion of media coordination in Georgia.

#### **ARTICLE III. Membership**

Any member of the Georgia Library Association and the Georgia Association of School Librarians who is interested in school library media supervision coordination shall be eligible for membership in the group.

#### **ARTICLE IV. Officers**

##### **Section 1.**

The officers of this organization shall be a Chairman, Chairman-elect, and a Secretary-Treasurer. These officers shall be elected at the regular annual meeting and shall hold office for one year or until their successors are elected.

##### **Section 2.**

The officers shall perform the duties usually attached to these offices.

#### **ARTICLE V. Meetings**

##### **Section 1.**

Regular meetings shall be held annually in conjunction with the annual conference of the Association unless otherwise ordered by the membership.

##### **Section 2.**

A part of each meeting shall be devoted to the election of officers or transaction of any other business that may arise.

##### **Section 3.**

Other meetings may be called at the discretion of the officers.

## ARTICLE VI. Amendment of Constitution/Bylaws

### Section 1.

This constitution may be amended by two-thirds vote of members present at any given meeting, notice of the proposed changes having been given at least thirty days prior to the meeting.

### Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

## **Bylaws**

## ARTICLE I. Nomination

### Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the Chairman not later than six months before the annual conference of the Association. A single slate shall be presented at the Section meeting. Nominations from the floor shall be in order.

### Section 2.

Officers shall be elected by a majority vote of the members present at the annual meeting of the Section.

## ARTICLE II. Quorum

One-fourth of the membership shall constitute a quorum.

## ARTICLE III. Membership

The Secretary shall keep a roster of the members.

## ARTICLE IV. Committees

The Chairman shall appoint such committees as are necessary to transact the business and execute the program of this Section. Committee Chairmen may, with the approval of the Section Chairman, appoint members to their committees.

## ARTICLE V. Dues

Dues shall be determined by the membership at each annual meeting.

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## **Special Libraries and Information Services Division**

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### **Purpose and Organization**

The Special Libraries Division of the Georgia Library Association was established to advance the interests of special libraries through professional contacts and to promote the improvement of existing special collections in the state. There are no formal requirements for membership in this division since dues are not collected. One may become a member either by attending the division meeting at the annual GLA Conference or simply by reporting one's name to the Administrative Services Coordinator.

The officers of the division consist of a Chairman and a Secretary-Treasurer. Their term of office is for one year and new officers are selected at each annual meeting of the Association. The Chairman is principally responsible for planning the division's program for the upcoming annual conference and for presiding at that meeting. The Chairman must also appoint a nominating committee, which shall be responsible for submitting a slate of new officers for approval by the membership at the annual meeting. The Secretary-Treasurer is responsible for recording the minutes of the annual meeting and for submitting a summary of those minutes to the Chair of the Records Committee.

The Secretary-Treasurer should also circulate an attendance sheet to collect the names and addresses of those present for inclusion in the division's records. A Secretary-Treasurer's report is rarely required since this section does not have dues. Both officers are responsible for keeping written records of all their activities during their term of office. These records are to be filed in the division's official notebooks. These notebooks shall be given to the new Chairman by the outgoing Chairman. The notebooks contain a detailed historical record of the division's activities from the date of its organization to the present. New officers should consult their note-books regarding any questions they might have about the operation of this section.

### **History**

The first meeting of the Special Libraries Division was held on November 4, 1955, at the Bon Air Hotel in Augusta, during the regular biennial meeting of GLA. Mrs. Martha Jane Zachert acted as temporary Chairman and Mr. Dale Barker as temporary Secretary. The constitution of the Special Libraries Section was presented and adopted at the meeting together with the election of a Chairman and a Secretary-Treasurer for the coming biennium. In 1984 the name was changed to Special Libraries and Information Services Division. It has one section: The Correctional Library Service Section.

## **Special Libraries and Information Services Division Constitution and Bylaws**

### **Constitution**

#### **ARTICLE I. Name**

The name of this organization shall be the Special Libraries and Information Services Division of the Georgia Library Association.

#### **ARTICLE II. Objective**

The purpose of this division shall be: to advance the interests of special libraries and information services through professional contacts and to improve and promote special collections and information services in the state.

### ARTICLE III. Relationship to Georgia Library Association

This division is organized as a division of Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this division insofar as they relate to divisions of the Georgia Library Association.

### ARTICLE IV. Membership

Any member of the Georgia Library Association interested in special libraries and information services may become a member of this division by attending the annual meeting and/or by reporting his/her name to the Administrative Services Coordinator.

### ARTICLE V. Officers

#### Section 1.

The officers of this division shall consist of a Chair, a Vice-Chair/Chair-Elect and the Secretary-Treasurer. The duties of the officers shall be those usually performed by such officers in deliberative assemblies.

#### Section 2.

The officers of this division shall be elected by the members of this division at the regular annual meetings of the Georgia Library Association.

### ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

### ARTICLE VII. Sections

A new section of the Division may be initiated by the submission of its' purpose and objectives to the chairman of the Division. The membership of the Special Libraries and Information Services Division will review the purpose, objectives, and constitution at the next Annual Georgia Library Association Meeting to give approval to the establishment of a new section.

### ARTICLE VIII. Amendment of Constitution and Bylaws

#### Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

#### Section 2.



Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

## **Bylaws**

### ARTICLE I. Nomination

#### Section 1.

A committee to nominate candidates for the elective offices shall be appointed by the Chairman not later than one month before the annual meeting of the division in the year prior to a given election. The report of this committee shall be made at the Midwinter division meeting. Nomination from the floor shall be in order.

#### Section 2

Candidates for office shall be presented to the GLA Nominating and Elections Committee prior to the deadline for inclusion on the GLA ballot pursuant to GLA Bylaws Article II. Only members of GLA who have chosen membership in the **Special Libraries and Information Services** Division may vote for officers.

### ARTICLE II. Quorum

One-fourth of the membership shall constitute a quorum.

### ARTICLE III. Membership

The Secretary shall keep a roster of members.

### ARTICLE IV. Committees

The Chairman shall appoint such committees as are necessary to transact the business and execute the program of this division.

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## ***Interest Groups***

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### **Interest Group Council**

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#### **Interest Group Council Bylaws**

Approved at the September Board Meeting 1985; revised December 6, 2010

#### **ARTICLE I. Name**

This organization shall be called the Interest Group Council of the Georgia Library Association.

#### **ARTICLE II. Purpose**

The purpose of the Council shall be:

1. To receive and validate petitions to form new Interest Groups.
2. To make recommendations to the Georgia Library Association Executive Board concerning the formation of new interest groups.
3. To facilitate annual conference and workshop plans for all Interest Groups and to report those plans to the Georgia Library Association Executive Board and to the Conference Committee.
4. To serve as liaison between the Interest Groups and the Georgia Library Association Executive Board.
5. To facilitate, in collaboration with the GLA Administrative Service Coordinator, the annual election of officers for all interest groups.

#### **ARTICLE III. Quorums**

A quorum consists of the membership of the Interest Group Council present at a meeting.

#### **ARTICLE IV. Members**

##### **Section 1.**

The membership shall consist of the Chair of each Interest Group in the Georgia Library Association.

##### **Section 2.**

An annual election of Interest Group officers will be held during the second week of November to ensure each Interest Group has officers in place to serve on the Interest Group Council in the next calendar year.

##### **Section 3**

Terms of service for Interest Group Council members shall begin January 1 of the year following the election and end December 31 of that year.

## ARTICLE V. Officers

### Section 1.

The officers of the Council shall be a Chair and a Vice-Chair.

### Section 2.

The officers shall be elected from nominations solicited before and during the annual conference business meeting of the Council.

### Section 3.

The duties of these officers are:

Chair - Presides at all meetings of the Council; represents the Council and its interests on the Georgia Library Association Executive Board.

Vice-Chair - Presides in the absence of the Chair; represents the Council and its interests on the Georgia Library Association Executive Board; Coordinates annual business meeting; Works with Administrative Service Coordinator to facilitate annual election of Interest Group officers.

### Section 4.

A vacancy in the office of Chair shall be filled by the Vice-Chair becoming Chair. In order that the Council maintains two members on the Georgia Library Association Executive Board, a special meeting will be called by the Chair to elect a new Vice-Chair.

## ARTICLE VI. Meetings

The Council shall meet during each annual conference. Special meetings may be called by the Chair.

### Section 1.

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

### Section 2.

Meetings and votes may be held in-person, electronically, or by other means commonly in use at the discretion of the officers.

### Section 3.

Robert's Rules of Order, the latest edition, shall govern the procedures of decorum and debate.

## ARTICLE VII. Executive Committee

The Executive Committee of the Council shall consist of the Chair and Vice-Chair.

Interest Groups are formed upon petition to the Council. The Council will forward the petition and its recommendation to the Executive Board.

The Council will look at the draft bylaws and the petition for a new Interest Group from the following perspectives:

1. Size of the group. This is not meant to mean large. An Interest Group could be any size.
2. GLA membership of petition signers. The Council feels that the petition should arise from the GLA membership.
3. Permanency of the interest. An Interest Group should expect to survive several years.
4. Does the Interest Group proposed fit logically into an already existing group? It is meant here that the expressed interest should not be wholly contained within the existing group.
5. Whether the interest is state-wide and not regional. There may be acceptable reasons why the state association should support some regional interests, but they need to be examined on an individual basis.

The Interest Group Council discusses areas of concern of Interest Groups and serves as a channel to the Executive Board for the Interest Groups. The Interest Group Council also assists the Conference Committee in programs sponsored by the various Interest Groups.

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## **Black Caucus Interest Group**

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The Black Caucus Interest Group was founded in 2018 by Karen Manning and Tamika Barnes with the support of many other members that wanted a group that represented them and the communities they served. The group became an official GLA-Interest Group in 2018 and signed the charter during the GLA 2019 Mid-Winter Meeting. The Black Caucus became an official BCALA-Affiliate in 2019.

### **Black Caucus Interest Group Constitution and Bylaws**

Adopted January 2020

#### **Statement of Purpose**

The Georgia Library Association's Black Caucus (GLA-BC) will provide leadership and advocacy by promoting equity, diversity and inclusion of library services in all communities. It will serve as a forum for collaborative endeavors and the creative exchange of ideas. This network of professionals seeks to cultivate this broad spectrum through information and resource sharing, learning and developmental programs, events, activities, and channels of communication throughout the state of Georgia and nationally.

#### **Constitution**

##### **ARTICLE I. Name**

This organization shall be called the Black Caucus Interest Group of the Georgia Library Association.

##### **ARTICLE II. Objectives**

The objectives of this organization shall be:

- To share information from the Black Caucus American Library Association with GLA-BC members.
- To provide referral support to members and the communities they serve (advocacy, grant writing, job searching)
- To provide a statewide network of individuals interested in diversity
- To provide professional development, training and educational services for the underrepresented
- To improve the quality and effectiveness of library programming and services pertinent to African Americans and other underrepresented groups.
- To serve as a united and effective advocate, exchanging and disseminating ideas and information to African Americans and other underrepresented groups.

##### **ARTICLE III. Relationship to Georgia Library Association**

The Black Caucus Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of the Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

## **ARTICLE IV. Membership**

Membership in this organization shall be open to dues-paying members of the Georgia Library Association who are interested in the objectives of the Interest Group. Applicants should report their interest in their membership application and/or directory profile.

## **ARTICLE V. Officers**

### **Section 1.**

The officers of this organization shall be a Chair, a Vice-Chair, a Past Chair, and a Secretary.

### **Section 2.**

Duties of these officers shall be those usually performed by such officers in deliberative assemblies. Together these officers will constitute the Executive Committee. At the end of the term, the Vice-chair shall automatically become the chair for the following year.

### **Section 3.**

The officers of this Interest Group shall be elected by the Interest Group's members during the annual election of Interest Group officers coordinated by the Interest Group Council and Administrative Services Coordinator. All three positions require attendance at the annual business meeting and the annual GLA conference and attendance voting on group issues with other officers. All three positions require attendance at the GLA Midwinter Meeting.

### **Section 4.**

In the event that the office of Chair becomes vacant during the term of office, the Vice-Chair would serve the rest of the unexpired term, plus the following term as Chair.

In the event that the office of Vice-Chair becomes vacant during the term of the office, then the Secretary would serve the rest of the unexpired term, plus the following term as Chair.

### **Section 5.**

The Chair of this organization is also a member of the Interest Group Council.

## **ARTICLE VI. Meetings**

### **Section 1.**

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

## **Section 2.**

Meetings and votes may be held in-person, electronically, or by other means commonly in use at the discretion of the officers.

## **Section 3.**

Robert's Rules of Order, the latest edition, shall govern the procedures of decorum and debate.

# **ARTICLE VII. Amendment of Constitution and Bylaws**

## **Section 1.**

This constitution may be amended by a simple majority vote of those present at any in-person business meeting or virtual meeting of the Black Caucus Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

This Constitution may also be amended with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30 day voting period.

## **Section 2.**

Bylaws may be adopted, amended or repealed by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Black Caucus Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

Bylaws may also be adopted, amended or repealed with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30 day voting period.

## **Bylaws**

# **ARTICLE I. Nominations**

The secretary will solicit nominations from the membership no less than two months prior to the annual meeting of the interest group. Self-nominations are permitted. The report of this committee shall be made to the Chair, who will work with the Interest Group Council to ensure election ballots are available by the Council's deadline. Nominations from the floor shall be in order if there are no nominees by the regular annual conference of the Georgia Library Association. This announcement shall also include the method of voting.

# **ARTICLE II. Elections Section 1.**

The chair will work with the Interest Group Council to ensure election ballots shall be made available to the membership by the second week in December. Election of officers may be held in person, electronically, or by other means commonly in use at the discretion of the officers. Elections held electronically must be open for at least two weeks and ballots sent to all Interest

Group members no less than two weeks before the annual meeting. Annual election of officers will be announced at the annual meeting of the Black Caucus Interest Group. In the event of a mid-year vacancy or an unfilled position, election may occur for the remainder of the term at any time. A majority vote constitutes an election.

## **Section 2.**

A majority of the votes cast in the annual Black Caucus Interest Group election shall constitute an election for each office.

## **Section 3.**

Terms for the Chair, Vice-Chair, and Secretary shall begin January 1 of the year following the election and end December 31 of that year.

# **ARTICLE III. Quorum**

## **Section 1.**

A majority of the executive committee constitutes a quorum at executive committee meetings.

## **Section 2.**

A quorum consists of five members of the Black Caucus Interest Group present.

# **ARTICLE IV. Committees**

The Chair shall appoint such committees as are necessary to transact the business and execute the program of the Black Caucus Interest Group.

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## **Circulation and Access Services Interest Group**

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### **History**

At the 1998 COMO annual conference in Macon a discussion was held exploring the common interests of circulation and access services operations as they operate in the wide range of libraries represented in the Georgia Library Association. As a result of that discussion, it was determined that an Interest Group was appropriate and a petition was made to the Georgia Library Association Executive Board. This petition was approved in early 1999 and the first organizational meeting of CASIG was held at the 1999 COMO-GLA annual conference, where this document was adopted.

Constitution and bylaws adopted October 22, 1999.

### **Constitution**

#### **ARTICLE I. Name**

This organization shall be called the Circulation and Access Services Interest Group (CASIG) of the Georgia Library Association.

#### **ARTICLE II. Objectives**

The object of this organization shall be to promote the exchange of ideas and discussion of issues relating to circulation and access service operations in the various libraries represented in the Georgia Library Association.

#### **ARTICLE III. Relationship to Georgia Library Association.**

The Circulation & Access Services Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of the Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IV. Membership**

Membership in this organization shall be open to dues paying members of the Georgia Library Association who are interested in the objectives of the Interest Group.

#### **ARTICLE V. Officers**

##### **Section 1.**

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect and a Secretary. Duties of these officers shall be those usually performed by such officers in deliberative assemblies. Together these officers will constitute the Executive Committee.

##### **Section 2.**

These officers shall be elected for a term of one year by members of this Interest Group at a business meeting held at the annual conference of the Georgia Library Conference (GLC).

Section 3.

The Chair of this organization is also a member of the Interest Group Council.

ARTICLE VI. Amendment of Constitution and Bylaws

Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meetings.

Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

**Bylaws**

ARTICLE I. Nominations

Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the chair no later than two months before the annual meeting of the Interest Group. The report of this committee shall be made at the Interest Group meeting. Nominations from the floor shall be in order.

Section 2.

Election of officers shall be by ballot cast by the members of the Interest Group at the meeting. The voting shall be by ballot unless the office is uncontested. A majority vote constitutes an election.

Section 3.

Terms of office shall begin at the close of the annual meeting that follows the election.

ARTICLE II. Quorums

Section 1.

A majority of the Executive Committee constitutes a quorum at Executive Committee meetings.

Section 2.

A quorum consists of the membership of the Interest Group present at a called meeting.

#### ARTICLE III. Membership

The Secretary shall keep a roster of group members, derived from current information in the GLA membership database.

#### ARTICLE IV. Meetings

##### Section 1.

A business/election meeting shall be held annually at the time and place of the GLC conference. Other meetings may be called at the discretion of the officers.

##### Section 2.

*Robert's Rules of Order*, the latest edition, shall govern the procedures of decorum and debate.

##### Section 3.

All meetings, including those of the executive committee and all other committees as may be appointed, shall be open.

#### ARTICLE V. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

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## **Collection Development Interest Group**

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### **History**

The Collection Development Interest Group was reactivated by approval from the Executive Board on October 5, 2016, based on a petition from Benjamin Barton passed through Emily Thornton, chair of the Interest Group Council.

### **CONSTITUTION**

#### **ARTICLE I. Name**

The name of this organization shall be the Collection Development Interest Group of the Georgia Library Association

#### **ARTICLE II. Objectives**

The objective(s) of this Interest Group shall be to promote the discussion and exchange of ideas related to library collection development and management.

#### **ARTICLE III. Relationship to Georgia Library Association**

The Collection Development Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IV. Membership**

Members of the Georgia Library Association interested in collection development may become members of this Interest Group by attending the annual meetings and/or by reporting their names to the Administrative Services Coordinator of the Georgia Library Association.

#### **ARTICLE V. Officers**

##### **Section 1.**

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect and a Secretary.

##### **Section 2.**

Duties of these officers shall be those usually performed by such officers in deliberative assemblies. Together these officers will constitute the Executive Committee.

##### **Section 3.**

The officers of this Interest Group shall be elected by the Interest Group's members during the annual election of Interest Group officers coordinated by the Interest Group Council Vice-Chair and Administrative Services Coordinator.

#### Section 4.

The Officers term of office shall follow the calendar year followed by officers elected to the Georgia Library Association Executive Board. At the end of the term, the Vice-Chair/Chair-Elect shall automatically become the chair for the following year.

#### Section 5.

The Chair of this Interest Group is also a member of the Interest Group Council.

### ARTICLE VI. Meetings

#### Section 1.

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

#### Section 2.

Meetings and votes may be held in-person, electronically, or by other means commonly in use at the discretion of the officers.

#### Section 3.

Robert's Rules of Order, the latest edition, shall govern the procedures of decorum and debate.

### ARTICLE VII. Amendment of Constitution and Bylaws

#### Section 1.

This Constitution may be amended by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

This Constitution may also be amended with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

#### Section 2.

Bylaws may be adopted, amended or repealed by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

Bylaws may also be adopted, amended or repealed with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

### BYLAWS

## ARTICLE I. Nominations

The Secretary will solicit nominations from the membership no less than one month prior to the deadline set by the Administrative Services Coordinator for the annual election of Interest Group officers. Self-nominations are permitted.

## ARTICLE II. Elections

### Section 1.

The chair will work with the Interest Group Council to ensure election ballots shall be made available to the membership by the second week in December.

### Section 2.

A majority of the votes cast in the annual interest group election shall constitute an election for each office.

### Section 3.

Terms for the Chair, Vice-Chair, and Secretary shall begin January 1 of the year following the election and end December 31 of that year.

## ARTICLE III. Quorum

### Section 1.

A majority of the executive committee constitute a quorum at executive committee members.

### Section 2.

A quorum consists of 5 members of the Interest Group present.

## ARTICLE IV. Committees

The Chair shall appoint such committees or task forces as are necessary to transact the business and execute the program of this Interest Group.

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## **Distance Learning Interest Group**

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This group was founded in the mid-1990s by Carol Goodson and Laura Davidson. Programs are sponsored each year at the annual conference of the Georgia Library Association.

### **Statement of Purpose**

The Distance Learning Interest Group is for GLA members interested in the challenges of providing library services to distance learners. Our focus is on the kinds of support we, as library staff, can supply to users virtually, remotely, or off-campus. This includes traditional distance learners, students taking hybrid classes, or any other user accessing library services remotely. All GLA members are welcome, regardless of role in the library or type of library.

### **Constitution**

#### **ARTICLE I. Name**

This organization shall be called the Distance Learning Interest Group (DLIG) of the Georgia Library Association.

#### **ARTICLE II. Objectives**

The object of this organization shall be to promote the exchange of ideas and discussion of issues relating to serving distance learners in the various libraries represented in the Georgia Library Association.

#### **ARTICLE III. Relationship to Georgia Library Association**

The Distance Learning Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of the Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IV. Membership**

Membership in this organization shall be open to dues-paying members of the Georgia Library Association who are interested in the objectives of the Interest Group.

#### **ARTICLE V. Officers**

##### **Section 1.**

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect and a Secretary. Duties of these officers shall be those usually performed by such officers in deliberative assemblies. Together these officers will constitute the Executive Committee. At the end of the term, the Vice-chair/Chair-Elect shall automatically become the chair for the following year.

##### **Section 2.**

The officers of this Interest Group shall be elected by the members during either the regular annual meeting of the Georgia Library Association or by an electronic vote prior to the regular

annual meeting of Georgia Library Association. Their term of office shall last from the next GLA Midwinter meeting until the following GLA Midwinter meeting.

### **Section 3.**

The Chair of this organization is also a member of the Interest Group Council.

## **ARTICLE VI. Amendment of Constitution and Bylaws**

### **Section 1.**

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meetings.

### **Section 2.**

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

## **Bylaws**

## **ARTICLE I. Nominations**

### **Section 1.**

The secretary will solicit nominations from the membership no less than two months prior to the annual meeting of the interest group. Self-nominations are permitted. Nominations from the floor shall be in order if there are no nominees by the regular annual conference of the Georgia Library Association. This announcement shall also include the method of voting.

### **Section 2.**

Election of officers may be held in person, electronically, or by other means commonly in use at the discretion of the officers. Elections held electronically must be open for at least two weeks and ballots sent to all Interest Group members no less than two weeks before the annual meeting. Annual election of officers will be announced at the annual meeting of the Interest Group. In the event of a mid-year vacancy or an unfilled position, election may occur for the remainder of the term at any time. A majority vote constitutes an election.

### **Section 3.**

Terms of office shall begin at the close of the annual meeting that follows the election.

## **ARTICLE II. Quorums**

### **Section 1.**

A majority of the Executive Committee constitutes a quorum at Executive Committee meetings.

### **Section 2.**

A quorum consists of the membership of the Interest Group present at a called meeting.



### **ARTICLE III. Membership**

The Secretary shall keep a roster of group members, derived from current information in the GLA membership database.

### **ARTICLE IV. Meetings**

#### **Section 1.**

A business/election meeting shall be held annually at the time and place of the regular annual conference of the Georgia Library Association. Other meetings may be called at the discretion of the officers. Meetings may be held in person, electronically, or by other means commonly in use at the discretion of the officers.

#### **Section 2.**

Robert's Rules of Order, the latest edition, shall govern the procedures of decorum and debate.

### **ARTICLE V. Committees**

The Chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

### **ARTICLE VI. Amendments**

Amendments or additions to these Bylaws may be proposed at any DLIG executive meeting or by mail or email to be adopted by majority vote of the membership. Bylaws amendments completed by email shall allow a two week period of announcement/discussion followed by a two week period of voting.

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## **Gender and Sexuality Diversities Interest Group**

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### **Constitution**

#### **ARTICLE I. Name**

The name of this organization shall be the Gender and Sexuality Diversities Interest Group of the Georgia Library Association

#### **ARTICLE II. Objectives**

The objective(s) of this Interest Group shall be to advocate for and advance the voices of LGBTQIAA+ (Lesbian, Gay, Bi, Transgender, Queer, Intersex, Asexual, Aromantic and more) individuals in Georgia libraries through networking and collaboration.

#### **ARTICLE III. Relationship to Georgia Library Association**

The Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IV. Membership**

Membership in this Interest Group shall be open to dues paying members of the Georgia Library Association who are interested in the objectives of the Interest Group.

#### **ARTICLE V. Officers**

##### **Section 1.**

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect and a Secretary.

##### **Section 2.**

Duties of these officers shall be those usually performed by such officers in deliberative assemblies. Together these officers will constitute the Executive Committee.

##### **Section 3.**

The officers of this Interest Group shall be elected by the Interest Group's members during the annual election of Interest Group officers.

##### **Section 4.**

The Officers term of office shall follow the calendar year followed by officers elected to the Georgia Library Association Executive Board. At the end of the term, the Vice-chair/Chair-Elect shall automatically become the chair for the following year.

##### **Section 5.**

The Chair of this Interest Group is also a member of the Interest Group Council.

#### **ARTICLE VI. Meetings**

Section 1.

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

Section 2.

Meetings and votes may be held in-person, electronically, or by other means commonly in use at the discretion of the officers.

Section 3.

Robert's Rules of Order, the latest edition, shall govern the procedures of decorum and debate.

ARTICLE VII. Amendment of Constitution and Bylaws

Section 1.

This Constitution may be amended by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

This Constitution may also be amended with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

Section 2.

Bylaws may be adopted, amended or repealed by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

Bylaws may also be adopted, amended or repealed with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple Majority of those voting within a 30-day voting period.

**Bylaws**

ARTICLE I. Nominations

Section 1.

The Secretary will solicit nominations from the membership no less than one month prior to deadline set by the Interest Group Council Chair for the annual election of Interest Group officers. Self-nominations are permitted.

ARTICLE II. Elections

#### Section 1.

The chair will work with the Interest Group Council to ensure election ballots shall be made available to the membership by the second week in December.

#### Section 2.

A majority of the votes cast by in the annual interest group election shall constitute an election for each office.

#### Section 3.

Terms for the Chair, Vice-chair, and Secretary shall begin January 1 of the year following the election and end December 31 of that year.

### ARTICLE III. Quorum

#### Section 1.

A quorum consists of 5 members of the Interest Group present.

### ARTICLE IV. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

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## **Genealogy and Local History Interest Group**

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### **History**

Formation of the Genealogy and Local History Interest Group was approved by the Executive Board February 12, 2016, based on a petition from Angela Stanley passed through Emily Thornton, chair of the Interest Group Council.

### **Statement of Purpose**

The purpose of the Interest Group is to exchange ideas and information about the use and accessibility of library genealogy, local history and archival materials. Specific interests include the management of digitization projects and born-digital collections, collections management and preservation, reference and research services, archival processing, programming, and project grant funding.

### **Criteria for Membership**

Any member of the Georgia Library Association engaged or interested in the work of managing, promoting, accessing or digitizing library genealogy or local history special collections may become a member of this interest group.

### **List of Signatures of Charter Members**

Chair: Angela Stanley, Head of Archives & Special Collections, Athens-Clarke County Library  
Vice-Chair: Debra Fennell, Heritage Librarian, Ladson Genealogical Library  
Secretary: Muriel Jackson, Head of Genealogy & Archives, Washington Memorial Library

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## **Government Information Interest Group**

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The membership of the Government Information Interest Group (GIIG) is made up of those who attend its business meetings at the annual conference of the Georgia Library Association (GLA) and those who report their interest in the Group to the GLA Administrative Services Coordinator. The officers of the Interest group include a Chair, Vice-Chair/Chair-Elect, Secretary, and a Permanent Executive Secretary. The Chair, Vice-Chair/Chair-Elect, and Secretary are elected by the Interest Group members at the annual meetings. The Regional Depository Librarian for the State of Georgia will serve as the Permanent Executive Secretary of the Interest Group. The responsibilities of the officers are those which are usually performed by officers of deliberative assemblies. The Chair of the Interest Group has the responsibility of, but not limited to, planning the Group's programs at the annual GLA conference, presiding over the annual business meeting, and serving as a member of the Interest Group Council. The Duties of the Vice-Chair/Chair-Elect include, but are not limited to, assisting the Chair in the planning, coordination, and moderating of the annual meeting and representing the Government Information Interest Group when so directed by the Chair. The Secretary sends draft minutes to other officers for approval, distributes final minutes to the members of the Interest Group, and keeps a roster of the Interest Group members. The outgoing Secretary turns over minutes to the GLA Archives at the end of the term of office, and group records and correspondence are forwarded to the incoming Secretary. The Permanent Executive Secretary serves as the coordinator of the Interest Group as well as the liaison between the Interest Group and the United States Government Publishing Office.

The Chair may appoint committees to transact the business of the Interest Group. The Constitution of the Interest Group, however, mandates the appointment of a nominating committee to nominate candidate for the elective officers of the Interest Group no later than two months before the annual meeting. Only individual members of GLA and GIIG may serve on committees or hold office.

### **Government Information Interest Group Constitution and Bylaws**

Adopted October 24, 1987; Revised October 10, 1996; Revised October 7, 1998; Revised November 8, 2010, Revised October 7, 2016.

#### **Constitution**

##### **ARTICLE I. Name**

The name of this organization shall be the Government Information Interest Group of the Georgia Library Association.

##### **ARTICLE II. Objective**

The purpose of this Interest Group shall be: to promote the use and accessibility of federal, state, and local government information as well as foreign and international government information and to provide support, information sharing, and instruction for government information at all levels.

##### **ARTICLE III. Relationship to Georgia Library Association**

This Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon

this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### ARTICLE IV. Membership

Members of the Georgia Library Association interested in government documents may become members of this Interest Group by attending the annual meetings and/or by reporting their interest to the GLA Administrative Services Coordinator on their GLA membership application.

#### ARTICLE V. Officers

##### Section 1.

The Officers of this Interest Group shall consist of a Chair, a Vice-Chair/Chair-Elect, a Secretary, and a Permanent Executive Secretary. The duties of the Chair, Vice-Chair/Chair-Elect, and the Secretary shall be those usually performed by such officers in deliberative assemblies. The duties of the Permanent Executive Secretary shall be to serve as a coordinator of the Interest Group and as a liaison between the Interest Group and the United States Government Publishing Office.

##### Section 2.

The Chair, Vice-Chair/Chair-Elect and Secretary of the Interest Group shall be elected by the members of the Interest Group at the annual meetings. All three positions require attendance at the annual business meeting at the annual GLA conference and voting on group issues with other officers. Upon election the Secretary agrees to serve for three years as follows:

Year One—Secretary

Year Two—Vice-Chair/Chair-Elect

Year Three—Chair

The Permanent Executive Secretary is that person who is the Regional Depository Librarian for the State of Georgia. Only individual members of GLA and GIIG may hold office. Terms of office shall begin after the meeting at the GLA annual conference.

##### Section 3.

In the event that the office of Chair becomes vacant during the term of office, the Vice-Chair/Chair-Elect would serve the rest of the unexpired term, plus the following term as Chair.

In the event the office of Vice-Chair/Chair-Elect becomes vacant during the term of office, then the Secretary would serve the rest of the unexpired term, plus the following term as Vice-Chair/Chair-Elect.

In the event that the office of Secretary becomes vacant during the term of office, then a person appointed by the remaining officers would serve the rest of the unexpired term.

#### ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual GLA conference. Other meetings may be called at the discretion of the officers. Meetings shall follow the same rules of order followed by GLA, or, as needed, Robert's Rules of Order.

#### ARTICLE VII. Amendment of Constitution and Bylaws

##### Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting, or by a majority vote of the membership voting through email.

##### Section 2.

Bylaws may be adopted, amended, or repealed by a majority vote of the members voting at any meeting at which a quorum is present, or by a majority vote of the membership voting through email.

### **Bylaws**

#### ARTICLE I. Nominations

##### Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the chair no later than two months before the annual meeting of the Interest Group. The report of this committee shall be made at the Interest Group meeting. Nominations from the floor shall be in order.

##### Section 2.

Election of officers shall be by ballot cast by the members of the Interest Group at the meeting. A majority vote constitutes an election. In case of a tie, the winner shall be determined by lot.

#### ARTICLE II. Affiliation

The Government Information Interest Group is the officially recognized Georgia Affiliate to the Government Documents Round Table of the American Library Association.

#### ARTICLE III. Quorum

Membership present at any meeting shall constitute a quorum.

#### ARTICLE IV. Membership



The Secretary shall keep a roster of members.

#### ARTICLE V. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group. Only individual members of GLA and GIIG may serve on committees.

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## **Information Technology Interest Group**

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The purpose of the Information Technology Interest Group is to collect and disseminate information in the general area of library automation. The interest group will serve both an educational and clearinghouse function. It will plan and support state-wide meetings and seminars dealing with information technology. It will also seek to provide a forum for the exchange of technical information and the discussion of common problems through publications and special workshops.

Information Technology Interest Group Constitution and Bylaws adopted: date unknown; revised September, 2020

### **Information Technology Interest Group Constitution**

#### **ARTICLE I. Name**

The name of this organization shall be the Information Technology Interest Group of the Georgia Library Association.

#### **ARTICLE II. Objective**

The purpose of this Interest Group shall be to collect and disseminate information in the general area of library automation.

#### **ARTICLE III. Relationship to Georgia Library Association**

The Information Technology Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IV. Membership**

Members of the Georgia Library Association may become members of Information Technology Interest Group by attending the meetings and/or by indicating interest in the group when joining GLA or renewing their GLA membership.

#### **ARTICLE V. Officers**

##### **Section 1.**

The officers of this Information Technology Interest Group shall consist of a Chair and a Vice-Chair/Secretary. The duties of the Chair and the Vice-Chair/Secretary shall be those usually performed by such officers in deliberative assemblies.

##### **Section 2.**

The officers of the Information Technology Interest Group shall be elected by the members of the Interest Group during the annual election of Interest Group officers. Terms of office shall begin on January 1 and end December 31.

### Section 3.

The Vice-Chair/Secretary also serves as Chair-Elect. At the end of the term of office, the Chair-Elect shall automatically become Chair for the following year.

### Section 4

In the event the office of Chair becomes vacant during the term of office, the Vice-Chair/Secretary would serve the remainder of the unexpired term.

In the event the office of Vice-Chair/Secretary becomes vacant during the term of office, a person appointed by the Chair would serve the remainder of the unexpired term, plus the following term as Chair.

### Section 5

The Chair of the Interest Group is also a member of the Interest Group Council.

## ARTICLE VI. Meetings

### Section 1

A business meeting shall be held at the time and place of the annual Georgia Libraries Conference. Other meetings may be called at the discretion of the officers. Meetings shall follow the same rule of order followed by GLA, or, as needed, Robert's Rules of Order.

### Section 2

At the discretion of the officers, other meetings and votes may be held in-person, virtually, or by other means commonly in use.

## ARTICLE VII. Amendment of Constitution and Bylaws

### Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting, or by a majority vote of the membership voting virtually.

### Section 2.

Bylaws may be adopted, amended, or repealed by a majority vote of the members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting, or by a majority vote of the membership voting virtually.

## Information Technology Interest Group Bylaws

## ARTICLE I. Nominations

Officers shall be elected from nominations solicited before and during the annual business meeting of the Interest Group. Self nominations are permitted.

The Chair will work with the Interest Group Council by the Council's deadline to ensure availability of electronic election ballots.

## ARTICLE II. Elections

Election of officers shall be determined by ballots cast by members of the Interest Group. A majority vote constitute an election for each office. In case of a tie, the winner shall be determined by lot.

## ARTICLE III. Membership

The Chair or Vice-Chair/Secretary shall keep a roster of group member, derived from current information in the GLA membership database.

## ARTICLE IV. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group. Only individual members of GLA and the Information Technology Interest Group may serve on committees.

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## **Intellectual Freedom Interest Group**

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### **History and Organization**

The Intellectual Freedom Interest Group resulted from the 1984 reorganization of the Georgia Library Association. Prior to the reorganization it was a standing committee of the Georgia Library Association.

### **Intellectual Freedom Interest Group Constitution**

Adopted October 25, 1985

#### **ARTICLE I. Name**

The name of this organization shall be the Intellectual Freedom Interest Group of the Georgia Library Association.

#### **ARTICLE II. Objectives**

The purpose of this Interest Group shall be to support the right of the public to freedom of inquiry, belief, and expression in accordance with the First Amendment of the U. S. Constitution and the Library Bill of Rights and its related documents. To this end the Interest Group has the following specific objectives:

1. To provide a forum for the discussion of activities and issues related to intellectual freedom
2. To monitor and seek to effect national, state, and local legislation concerned with First Amendment freedoms and inform library personnel and other interested parties
3. To resist proposed and actual censorship activities by individuals, groups, or administrative authorities and keep the American Library Association Office of Intellectual Freedom informed of these activities
4. To represent the Georgia Library Association in intellectual freedom matters
5. To serve as a liaison, through the officers, with the American Library Association Intellectual Freedom Committee, Intellectual Freedom Roundtable, and Office of Intellectual Freedom and with other groups and organizations that support intellectual freedom concepts
6. To develop a continuing education program for library personnel, governing boards, and the general public to inform them about the issues of freedom of communication and inquiry, to promote the defense of intellectual freedom by members of GLA, and to suggest practical solutions to problems that might arise

#### **ARTICLE III. Relationship to Georgia Library Association**

This Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IV. Membership**

Members of the Georgia Library Association interested in supporting intellectual freedom may become members of this Interest Group by indicating annually to the Secretary of the Interest Group or by contacting the Administrative Services. Periodic checks may be undertaken by the Secretary to purge inactive members.

## ARTICLE V. Officers

### Section 1.

The officers of this Interest Group shall consist of a chair, a chair-elect, and a secretary. The duties of the chair, chair-elect, and the secretary shall be those usually performed by such officers in deliberative assemblies.

### Section 2.

The officers of this Interest Group shall be elected for a term of one year by the members of the Interest Group at the regular annual meetings of the Georgia Library Association, or as needed to fill a vacancy.

### Section 3.

At the end of each term, the chair-elect shall automatically become chair for a term of one year

## ARTICLE VI. Meetings

### Section 1.

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

### Section 2.

Meetings and votes may be held in-person, electronically, or by other means commonly in use at the discretion of the officers

## ARTICLE VII. Amendment of Constitution and Bylaws

### Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

### Section 2.

Bylaws may be adopted, amended, or repealed by a majority vote of the members voting at any meeting.

## **Intellectual Freedom Interest Group Bylaws**

## ARTICLE I. Nominations

#### Section 1.

The Secretary will solicit nominations from the membership no less than one month prior to the annual meeting of the interest group. Self-nominations are permitted. Nominations from the floor shall be in order.

#### Section 2.

Regular election of officers shall be by ballot cast by the members of the Interest Group. A majority vote constitutes an election.

#### Section 3.

If elections are held electronically, voting must remain open for two weeks.

### ARTICLE II. Quorum

A quorum shall consist of the membership of this Interest Group present at a meeting.

### ARTICLE III. Membership

The secretary shall keep a roster of members.

### ARTICLE IV. Committees

The chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

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## **Interlibrary Loan Interest Group**

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The genesis of this group occurred when it was proposed by Barbara Rystrom during a panel discussion on Interlibrary Loan at a Joint Reference/College and University Section's program meeting of the 1979 Biennial Conference in Savannah. Petitions were gathered and presented to the Georgia Library Association's Executive Board, which recommended the creation of the Interlibrary Cooperation Round Table to the conference. This recommendation was unanimously approved.

The group, then known as the Interlibrary Cooperation Round Table met for the first time in Macon preceding the 1980 GLA Committee Members Workshop. Bylaws were approved and officers were elected. The group identified interlibrary loan workshops as a continuing responsibility, as well as interlibrary loan discussion meetings at biennial conferences. A list of current library cooperative activities in Georgia will be maintained; the first version was distributed at the organizational meeting.

The Interlibrary Cooperation Round Table became a member of the Interest Group Council with the 1984 reorganization of the Georgia Library Association and voted to change its designation from Round Table to Interest Group at the ILL Un-conference held at Mercer University in Macon in May of 2010.

### **Interlibrary Loan Interest Group Constitution**

#### **ARTICLE I. Name**

The name of this organization is the Interlibrary Loan Interest Group of the Georgia Library Association.

#### **ARTICLE II. Objectives**

The objectives of this group are to promote and facilitate the necessary and appropriate discussion and joint decision making which is essential to maintaining and increasing cooperation between libraries of all types.

#### **ARTICLE III. Relationship to Georgia Library Association**

This interest group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IV. Membership**

Membership is open to all members of the Georgia Library Association.

#### **ARTICLE V. Officers/Executive Committee**

##### **Section 1.**

The officers are: (1) Chair, (2) Vice-chair/Chair-elect, (3) and Secretary. These officers constitute the executive committee.



## Section 2.

The officers perform the duties usually attached to their offices, and as the Executive Committee are responsible for the governance and progress of the Interest Group in the intervals between meetings.

## Section 3.

The officers of this Interest Group shall be elected by the Interest Group's members during the annual election of Interest Group officers coordinated by the GLA Interest Group Council Vice-Chair and Administrative Services Coordinator.

## Section 4

The Officers term of office shall follow the calendar year followed by officers elected to the Georgia Library Association's Executive Board. At the end of the term, the Vice-chair/Chair-elect shall automatically become the Chair for the following year.

## Section 5

The Chair of this Interest Group is also a member of the Interest Group Council.

# ARTICLE VI. Meetings

## Section 1.

A business/election meeting shall be held annually at the time and place of the Georgia Libraries Conference. Other meetings may be called at the discretion of the officers.

## Section 2.

*Robert's Rules of Order*, the latest edition, shall govern the procedures of decorum and debate.

## Section 3.

Meetings and votes may be held in-person, electronically, or by other means commonly in use at the discretion of the officers.

All meetings, including those of the executive committee and all committees, shall be open.

# ARTICLE VII. Amendment of Constitution and Bylaws

## Section 1.

This Constitution may be amended by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

This Constitution may also be amended with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

## Section 2.

Bylaws may be adopted, amended or repealed by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

Bylaws may also be adopted, amended or repealed with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

## **Interlibrary Loan Interest Group Bylaws**

### ARTICLE I. Nominations/Elections

#### Section 1.

The Secretary will solicit nominations from the membership no less than one month prior to the deadline set by the Interest Group Council Chair for the annual election of Interest Group officers. Self-nominations are permitted.

#### Section 2.

The voting shall be by ballot unless the office is uncontested. A majority vote constitutes an election.

### ARTICLE II. Quorum

#### Section 1.

A majority of the executive committee constitutes a quorum at executive committee meetings.

#### Section 2.

A quorum consists of the membership of the Interest Group present.

### ARTICLE III. Membership

The secretary shall keep a roster of group members, derived from current information in the GLA membership database.

### ARTICLE IV. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the program of the Interest Group.

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## **Library Facilities Interest Group**

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### **History**

The Library Facilities Interest Group was formed in 2015 based on a request from Alan Lebish that was passed through Benjamin Barton, GLA Interest Group Council Chair.

### **Statement of Purpose**

For anyone involved with or working on library facility issues such as refurbishing, remodeling, renovation, moving, sustainability, and new building construction. Topics of interest range from best practices for managing maintenance issues to space planning and working with building contractors. The group will be a resource to share information relevant to all types of libraries, and promote the discussion and exchange of ideas related to various aspects of library facilities and the built environment.

### **Statement of Criteria for Membership**

The Group is open to anyone with an interest in issues related to library facilities-related issues.

List of Signatures of Charter Members

Chair: Alan Lebish, Director of Library Facilities, Kennesaw State University.

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## **Library Services for Persons with Disabilities**

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### **History and Organization**

The Handicapped and Library Services Interest Group resulted from the 1984 reorganization of the Georgia Library Association. The basis for the group was the Round Table for the Blind and Physically Handicapped, which was expanded to serve a larger population. The name was changed in 2008 to the Library Services for Patrons with Disabilities Interest Group.

### **Handicapped and Library Services Interest Group Constitution**

Adopted October 25, 1985

#### **ARTICLE I. Name**

This organization shall be called the Library Services for Patrons with Disabilities Interest Group of the Georgia Library Association.

#### **ARTICLE II. Objectives**

The objectives of this organization shall be (1) to promote an integrated library experience utilizing assistive technology to ease the access of information for persons with aural, mobility, neurological or visual disabilities, whether permanent or temporary (2) to foster cooperation and collaboration with community partners (3) to provide educational resources and information about new programs and policies affecting Georgia residents with disabilities.

#### **ARTICLE III. Membership**

Membership in this organization shall be open to dues paying members of the Georgia Library Association who are interested in the objectives of the Interest Group.

#### **ARTICLE IV. Officers**

##### **Section 1.**

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect, a Secretary-Treasurer and a Newsletter Editor.

##### **Section 2.**

These officers shall be elected at each annual meeting of this organization to serve for the next year.

##### **Section 3.**

A month before the annual meeting the Chair shall appoint a nominating committee. This committee shall choose one consenting nominee for the offices of Vice-Chair/Chair-Elect, Secretary-Treasurer and Newsletter Editor. Provisions shall be made on the ballot for write-in candidates.

Section 4.

The Chair of this organization is also a member of the Interest Group Council.

Section 5.

The Executive Board shall be composed of the elected officers of this organization.

ARTICLE V. Amendment

This constitution may be amended by a majority vote of members present at an annual meeting, provided written notice of the proposed amendment is sent to the members at least thirty (30) days before the meeting.

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## **Professional and Continuing Education Interest Group**

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The Professional and Continuing Education Interest Group (hereafter PACE) resulted from the 1984 reorganization of the Georgia Library Association. Prior to 1984 reorganization, it was known as the Education for Librarianship Division. PACE is constituted for the purpose of advancing the interests of librarianship through initial and continuing professional education of Georgia librarians.

The membership of the PACE Interest Group is made up of those who attend its meetings at the annual meeting of the Georgia Library Association and those who report their interest in the Group to the GLA's Administrative Services Coordinator.

The officers of the Interest Group include a Chair, Vice-Chair, and a Secretary. These officers are elected by the members during the regular annual meeting of the Georgia Library Association. The responsibilities of the officers are those that are usually performed by officers of deliberative assemblies. The Chair of the Interest Group has the responsibility of, but not limited to, planning the Group's meetings at the annual meeting of the Association, presiding over the annual business meetings and serving as a member of the Interest Group Council. The Secretary keeps minutes of the business meetings, summarizes the program meetings, and keeps a roster of the Interest Group members.

The Chair may appoint committees to transact the business of the Interest Group. The Constitution of the Interest Group, however, mandates the appointment of a nominating committee to nominate candidates for the elective officers of the Interest Group no later than two months before the annual conference of the Georgia Library Association. The Constitution of PACE was drafted and adopted in 1984.

### **Professional and Continuing Education Interest Group Constitution and Bylaws**

Adopted 1984

#### **Constitution**

##### **ARTICLE I. Name**

The name of this organization shall be the Professional and Continuing Education Interest Group of the Georgia Library Association.

##### **ARTICLE II. Objective**

The purpose of this Interest Group shall be: to advance the interests of librarianship through initial and continuing professional education.

##### **ARTICLE III. Relationship to Georgia Library Association**

This interest group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

##### **ARTICLE IV. Membership**

Members of the Georgia Library Association interested in initial and continuing professional education for librarianship may become members of this Interest Group by attending the annual meetings and/or by reporting their names to the Administrative Services Coordinator of GLA.

## ARTICLE V. Officers

### Section 1.

The officers of this Interest Group shall consist of a chair, a vice-chair/chair elect and a secretary. The duties of the chair, vice-chair/chair elect and the secretary shall be those usually performed by such officers in deliberative assemblies.

### Section 2.

The officers of this Interest Group shall be elected by the members during either the regular annual meeting of the Georgia Library Association or by an electronic vote prior to the regular annual meeting of Georgia Library Association.

## ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

## ARTICLE VII. Amendment of Constitution and Bylaws

### Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

### Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

## **Bylaws**

## ARTICLE I. Nominations

### Section 1.

A nominations committee shall be appointed by the chair no later than two months before the annual meeting of the Interest Group. The report of this committee shall be made at the Interest Group meeting.

### Section 2.

Voting may take place at any annual meeting of the Interest Group or by electronic ballot. A simple majority is required for election.

## ARTICLE II. Quorum



Membership present at any meeting shall constitute a quorum.

#### ARTICLE III. Membership

The secretary shall keep a roster of members.

#### ARTICLE IV. Committees

The chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

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## **Reference and Instructional Services Interest Group**

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The Reference and Instructional Services Interest Group resulted from the 1984 reorganization of the Georgia Library Association. Prior to the reorganization, it was known as the Reference Services Division.

The Reference Services Division was organized as a result of a petition bearing the required number of signatures of association members. The organizational meeting was held in the Alabama Room of the Sheraton Biltmore Hotel on October 1969, during the biennial conference of the association. Frances Muse, acting Chair, and a prime mover in the circulation of the petition, presided. Officers elected were: Carl Franklin, Chair, and Jane Hobson, Secretary. The petition for a Reference Services Division was initiated to fill the need for a section to sponsor programs and projects closely related to the work of reference librarians. While there were sections representing all other major areas of library work, reference librarians were not represented. The purpose of the Division, therefore, was to advance the informational, bibliographical and research services in all types of libraries and at all levels within the State of Georgia.

The Reference and Instructional Services Interest Group, numbering over 200 members in the 1990s, is a popular forum for the exchange of ideas.

In 2019 the Reference and Instructional Services Interest Group and the Atlanta Area Bibliographic Instruction Group (AABIG) merged. AABIG previously functioned as a self-sustaining grass-roots conference that supported the professional development of bibliographic instruction librarians in the metro Atlanta area. The merger was established to expand the conference's impact and ensure the continuity of its mission. The future conference will be referred to as the Georgia Libraries Instruction, Teaching, & Reference (GLITR) conference. The former AABIG leadership committee now serves as the sanctioned conference committee of the RISIG.

### **Reference and Instructional Services Interest Group Bylaws**

Adopted October, 1983, and most recently amended January 10, 2020

#### **ARTICLE I. Name**

The name of this organization shall be Reference and Instructional Services Interest Group, Georgia Library Association.

#### **ARTICLE II. Object**

The object of this organization shall be to promote the exchange of ideas and methods in reference services in all types of libraries in Georgia.

#### **ARTICLE III. Membership**

Any member of the Georgia Library Association who is interested in reference service shall be eligible to full membership in the Reference and Instructional Services Interest Group.

## ARTICLE IV. Officers

### Section 1.

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect, and a Secretary. These officers shall be elected through an online vote administered by the Interest Group Council in November of every year and shall hold office for one year or until their successors are elected. In order to be nominated to an elected office, those who propose to become elected officers must agree to make every effort to attend and to agree to begin planning for the Midwinter Meeting and Georgia Libraries Conference for the following year, and in the case of the Vice Chair/ Chair Elect, to make every effort to be available to perform responsibilities of the Chair in the absence of the Chair for the first year and to be fully available for the duties of the Chair in the following year.

### Section 2.

Officers shall perform all duties usually attached to these offices. The duties of the officers shall be as follows:

Chair: The duties for the Chair include presiding at all meetings, such as the GLA Midwinter Meeting and the meeting of RSIG at the annual Georgia Libraries Conference, authorizing committees as needed, and representing the interest of RSIG with the Interest Group Council.

Vice-Chair: The duties for the Vice-Chair/Chair-Elect include presiding in the absence of the Chair and other duties assigned by the Chair to represent the interests of RSIG.

Secretary: The duties for the Secretary include recording and disseminating the minutes of all meetings, such as and including sending the minutes to the GLA Webmaster to post to the RSIG Webpage on the GLA site.

## ARTICLE V. Committees

### Section 1.

A conference committee consisting of four members shall be elected for two year terms to organize and execute the annual Georgia Library Instruction, Teaching, & Reference conference. These four members shall be Chair, Treasurer, Secretary/ Social Sub-committee, and Program Coordinator/ Registration. See Appendix A for Conference Committee operations and procedures.

### Section 2.

Other committees of the Reference and Instructional Services Interest Group shall be authorized by a majority vote of those members attending the regular meeting or at the will of the Interest Group Chair.

## ARTICLE VI. Meetings

#### Section 1.

Regular meetings shall be held in conjunction with the conference of the Georgia Library Association unless otherwise ordered by the membership.

#### Section 2.

All or part of one meeting held during the conference of the Georgia Library Association shall be devoted to the transaction of business andand formation and operations of committees.

### ARTICLE VII. Amendment to the Bylaws

These bylaws may be amended at any regular meeting of the Reference and Instructional Services Interest Group by a two-thirds vote of those present, provided such notice was given prior to the announcement of the meeting.

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## **Research and Assessment Interest Group**

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### **History**

Bylaws were approved by the Executive Board April 15, 2008, based on a petition from Jennifer Link Jones passed through Susan Morris, chair of the Interest Group Committee.

After a 2 year period of inactivity, amended bylaws expanding the scope of the interest group were approved by the Executive Board on February 12, 2016, based on a petition from Cristina Hernández Trotter passed through Emily Thornton, chair of the Interest Group Council.

### **Bylaws**

Adopted April 15, 2008. Revised February 12, 2016.

#### **ARTICLE I. Name**

The name of this organization shall be the Research and Assessment Interest Group of the Georgia Library Association.

#### **ARTICLE II. Objective**

The objective of this organization is to foster and advance the skills and knowledge of its members and others in the practices of library assessment and library and information science research.

#### **ARTICLE III. Membership**

Members of the Georgia Library Association who are interested in the objectives of the interest group are eligible for membership.

#### **ARTICLE IV. Officers**

##### **Section 1.**

The officers of this organization shall be a Chair, a Vice-Chair, and a Secretary-Treasurer. These officers shall perform the duties usually attached to these offices.

##### **Section 2.**

Officers shall hold office for one year or until their successors are elected.

## ARTICLE V. Elections

### Section 1.

Officers shall be elected by majority vote at the annual business meeting, except for when the need to fill a position requires elections to be held at a regular meeting of the group or through an online election.

### Section 2.

Each member of the interest group, including officers, shall have the right to one vote.

## ARTICLE VI. Committees

### Section 1.

The interest group chair shall appoint such committees as are necessary to transact the business of the interest group.

### Section 2.

The committee members shall, by a majority vote, elect the chair of the committee during a regular meeting or through an online election.

## ARTICLE VII. Meetings

### Section 1.

The annual business meeting shall be held in conjunction with GLA's annual conference.

### Section 2.

The interest group will meet at GLA's Midwinter Meeting to address any outstanding business and to discuss activities for the year.

### Section 3.

Regular meetings, either face-to-face or online, may be called at the discretion of the officers.

## ARTICLE VIII. Amendment to the Bylaws

The articles may be adopted, amended, or repealed at any regular meeting of the Research and Assessment Interest Group at which a quorum is present, provided such notice was given prior to the announcement of the meeting.

## ARTICLE IX. Nominations

### Section 1.

Nominations for elective positions shall be made prior to the election either at a previous meeting or through online communication.

### Section 2.

Only when an elective position has no nominated candidates willing to fill the position shall a last-minute request for nominations be made on the floor immediately before an election.

### Section 3.

All nominees shall be given an opportunity to share information about themselves, their qualifications, and/or their interest in the elective position before the election.

## ARTICLE X. Quorum

One-fourth of the membership shall constitute a quorum.

## ARTICLE XI. Current Membership

The secretary-treasurer shall maintain a list of current members.

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## **Technical College Libraries Interest Group**

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### **Technical College Libraries Interest Group Constitution**

#### **ARTICLE I. Name**

This organization shall be called the Technical College Libraries Interest Group of the Georgia Library Association.

#### **ARTICLE II. Object**

##### **Section 1.**

To provide a forum where librarians from Georgia's technical colleges may meet to discuss and act on matters of specific interest to libraries in technical colleges.

##### **Section 2.**

To actively participate in the Georgia Library Association (GLA) which provides a forum where librarians from Georgia's technical colleges may meet and interact with colleagues in other library settings throughout Georgia to discuss and act on matters of interest to all libraries.

#### **ARTICLE III. Relationship to Georgia Library Association**

This Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IV. Membership**

Membership shall be composed of any librarian of any of the Technical College System of Georgia (TCSG) colleges, or any other postsecondary college with a technical education component as part of its curriculum.

#### **ARTICLE V. Officers**

##### **Section 1.**

Officers of the TCIG shall consist of a Chair, a Chair-elect, and a Secretary.

##### **Section 2. Duties of Officers.**

The Chair shall call and preside at all TCIG meetings, appoint committees and be the Group's representative on the GLA Interest Group Council.

The Chair-Elect shall assume the duties of the Chair in the absence of the Chair.



The Secretary shall take the minutes of all TCIG meetings, keep a record of all official actions of the Group, and assume the duties of the Chair in the absence of both the Chair and Chair-elect.

These three officers shall constitute the Group's Executive Committee.

#### ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual GLC conference. Other meetings of the Group shall be called by the Chair. The time, location, and forum of those meetings shall be determined by the Chair. A majority of the members present shall constitute a quorum.

#### ARTICLE VII. Amendments

##### Section 1.

This Constitution may be amended by placing the proposed amendment on the listserv and collecting votes for a period of two weeks. At the end of two weeks, votes shall be counted and the amendment shall pass with a two-thirds majority of the members responding in favor of the proposed amendment.

##### Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

### **Bylaws of the Technical College Libraries Interest Group**

#### ARTICLE I. Governing Procedures

*Robert's Rules of Order*, the latest edition, shall govern Decorum and Debate.

#### ARTICLE II. Rights and Privileges

##### Section 1.

Librarians employed by a technical college or by any other postsecondary institution with a technical education component in the State of Georgia shall be eligible for membership.

##### Section 2.

Each member shall have the right to one vote.

#### ARTICLE III. Meetings

Meetings shall be called at the discretion of the Chair with the exception of the annual meeting held at the Georgia Library Conference (GLC). Called meetings can be held at a single location or can be held at several locations linked by a network. Times, locations and forum of called meetings shall be determined and announced to the Group membership by the Chair. The Technical College System of Georgia (TCSG) Library Listserv may also be employed to discuss and act on Group issues.

#### ARTICLE IV Quorum

Membership at any meeting shall constitute a quorum.

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## **Technical Services Interest Group**

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### **History**

The Catalogers Division of the Georgia Library Association voted at its meeting in March 1947 to be organized as a regional group and to request affiliation with the ALA Division of Cataloging and Classification. On June 30, 1947 ALA accepted the group as its 17th regional group. At the 1957 meeting the group voted to follow the lead of ALA and broaden its scope to include librarians in the fields of acquisitions, serials and copying processes. Accordingly, its name was changed to Resources and Technical Services Division of GLA. It became part of the Interest Group Council as part of the 1984 GLA reorganization. The name was changed to Technical Services Interest Group in 1998. The Constitution and Bylaws were approved December 11, 1959, with Amendments through 2007. In 2018, the Constitution and Bylaws were revised and approved at the annual business meeting by a unanimous vote.

### **CONSTITUTION**

#### **ARTICLE I. Name**

The name of this organization shall be the Technical Services Interest Group (TSIG) of the Georgia Library Association.

#### **ARTICLE II. Objectives**

The objectives of this Interest Group shall be to contribute to library service in Georgia through encouragement and promotion of activities in the fields of acquisitions, cataloging, classification, electronic resources management, library systems, serials, and related fields, and through cooperation with the Georgia Library Association.

#### **ARTICLE IIIA. Relationship to Georgia Library Association**

The Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

#### **ARTICLE IIIB. Relationship to the ALA Association for Library Collections & Technical Services (ALCTS) Division**

This interest group is also organized as one of the regional groups of the ALA Association for Library Collections & Technical Services (ALCTS) Division. The constitution and bylaws of that association, as far as they obligate the regional groups, shall be considered as part of this constitution.

#### **ARTICLE IV. Membership**

Members of the Georgia Library Association interested in the work of acquisitions, cataloging, classification, electronic resources management, library systems, serials, and related fields, in the state of Georgia may become members of this Interest Group by attending the annual meetings and/or by reporting their names to the Administrative

Services Coordinator of the Georgia Library Association.

## **ARTICLE V. Officers**

### **Section 1.**

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect and a Secretary. Preferably, the person who serves as Chair should be a member of the ALA Association for Library Collections & Technical Services (ALCTS) Division.

### **Section 2.**

Duties of these officers shall be those usually performed by such officers in deliberative assemblies. Together these officers will constitute the Executive Committee.

- a. The Chair shall preside at all meetings; make committee appointments; and represent the association on the Interest Group Council of the Georgia Library Association, and with the Executive Committee, plan meetings and programs.
- b. The Vice-Chair/Chair-Elect shall preside in the absence of the Chair; plan seminars or other programs with the assistance and approval of the Chair; and perform other assignments at the discretion of the Chair.
- c. The Secretary shall write and retain the minutes of meetings and handle correspondence/communication for the interest group. Within one month after any meeting, the Secretary shall send a report of the meeting to the Chair and Vice-Chair/Chair-Elect of the interest group. S/he will also send the minutes to the GLA Webmaster to post to the TSIG Web page.

### **Section 3.**

The officers of this Interest Group shall be elected by the Interest Group's members during the annual election of Interest Group officers.

### **Section 4.**

The Officers term of office shall follow the calendar year followed by officers elected to the Georgia Library Association Executive Board. At the end of the term, the Vice-Chair/Chair-Elect shall automatically become the chair for the following year.

### **Section 5.**

The Chair of this Interest Group is also a member of the Interest Group Council.

## **ARTICLE VI. Meetings**

### **Section 1.**

Regular meetings shall be held at the annual conference and the winter planning meeting of the Georgia Library Association. Special meetings may be called by the Executive Committee. Other meetings may be called at the discretion of the officers.

## **Section 2.**

Meetings and votes may be held in-person, virtually, or by other means commonly in use at the discretion of the officers.

## **Section 3.**

Robert's Rules of Order, the latest edition, shall govern the procedures of decorum and debate.

# **ARTICLE VII. Amendment of Constitution and Bylaws**

## **Section 1.**

This Constitution may be amended by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

This Constitution may also be amended with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

## **Section 2.**

Bylaws may be adopted, amended or repealed by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

Bylaws may also be adopted, amended or repealed with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

# **BYLAWS**

## **ARTICLE I. Nominations**

The Secretary will solicit nominations from the membership no less than one month prior to the deadline set by the Interest Group Council chair, or the person otherwise designated by the GLA Constitution and Bylaws for the annual election of Interest Group officers. Self-nominations are permitted.

## **ARTICLE II. Elections**

### **Section 1.**

The chair will work with the Interest Group Council to ensure election ballots shall be made available to the membership by the deadline set by the Interest Group Council.

### **Section 2.**

A majority of the votes cast by the deadline set by the Interest Group Council shall constitute an election for each office.

**Section 3.**

Terms for the Chair, Vice-Chair, and Secretary shall begin January 1 of the year following the election and end December 31 of that year.

**ARTICLE III. Quorum**

**Section 1.**

A majority of the executive committee constitutes a quorum at executive committee meetings.

**Section 2.**

A quorum at a meeting of the interest group consists of the members present.

**ARTICLE IV. Committees**

The Chair shall appoint such committees or task forces as are necessary to transact the business and execute the program of this Interest Group.

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## **Standing Committees**

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### **Advocacy Committee**

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This committee serves as liaison between the Association and the legislative bodies of state and national governments in matters concerning libraries and communicates the desired goals of libraries to these legislatures. A primary function of the committee is to coordinate Library Day activities in Atlanta and Washington for members of the Association. The committee was formerly named the Federal Relations Committee but the name was changed in 1967 to Governmental Relations Committee. In 2017 the name changed to Advocacy Committee. The committee may act officially on behalf of GLA with state government, especially concerning matters pending in the Georgia General Assembly. The committee will maintain a close working relationship with the Georgia Public Library Service and other state library agencies in determining legislative priorities.

### **Awards Committee**

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The Nix-Jones Award Committee was established by the Executive Board on January 3, 1969, for the purpose of honoring two outstanding leaders in Georgia Librarianship: Miss Sarah Jones (school libraries) and Miss Lucille Nix (public libraries). On January 9, 1970, the Executive Board changed the name of the committee to the Awards Committee and gave it the added responsibility for handling the technical aspects for Honorary Membership. Through the years additional awards have been added to the list of awards presented by GLA.

The Awards Committee representing public, school, special, and college/university libraries is appointed by the President of the Georgia Library Association with the approval of the Executive Board. Responsibilities include:

- establishing criteria for all GLA awards
- publicizing the awards
- receiving and reviewing nominations
- determining whether or not awards should be given and, if so, who will receive them.
- obtaining and preparing each plaque, the presentation check(s), and appropriate certificates for each respective award. The Chairperson, or someone designated by

him/her, is responsible for the preparation of the citations, and the actual presentation of the awards.

Nominations may be made by any member of the Georgia Library Association, except members of the Awards Committee, and should be sent to the Chairperson of this committee. A notice shall be placed in *Georgia Library Quarterly* or sent out to all GLA members announcing the awards and seeking nominations within the year preceding the Annual Conference. Such notice shall specify the deadline for nominations, delineate the procedure for making nominations, and list the address of the Awards Committee Chairperson. Nominators may nominate only one person for each award during the year.

Awards will be presented each year during the annual conference. Each recipient of the Team Award will receive a plaque and a check for \$100.00, to a maximum sum of \$500. If a winning team consists of more than five members, each member will receive a plaque and a check for their equal portion of the \$500.00 award. Recipients of Honorary memberships will receive a certificate.

Individuals are eligible to receive each individual award one time. Individuals can receive the Team Award multiple times if they are on teams, committees, etc. consisting of different eligible members and formed for separate and independent purposes. Receipt of an award in one category does not disqualify a person from consideration in another category. Nomination for an award in one category does not disqualify a person from consideration in another award category in the current year; however, no one will receive two GLA Awards in the same year.

Should no qualified candidate be found for a specific award, the Committee may recommend that no award be given in that category for that year. Nominations proposed but not approved during a given year will not be automatically reconsidered the following year. In order for a nominee to be considered, the nomination must be made during the year when the award will be presented.

**The Nix-Jones Award** is given to a practicing librarian for distinguished service to Georgia Librarianship. It recognizes substantial contributions to the library profession, such as: stimulation of library development, leadership in library programs, unusual and imaginative services, and outstanding support of Georgia's libraries.

Qualifications for the award:

- Must have made substantial contributions to Georgia librarianship at the state level.
- Must currently be employed in a Georgia library and have been employed in a Georgia library for at least three years.
- Must be a graduate of a library school accredited by the American Library Association or approved by the Board of Regents of the University System of Georgia, or an NCATE approved master's degree program in media education.
- Must be a current member of GLA and have been a member for at least 3 years.

**The McJenkin-Rheay Award** was established by an anonymous donor and approved by the Executive Board on July 17, 1981. It is given to recognize a librarian early in his/her career who has made outstanding contributions to the Georgia Library Association, to leadership as exemplified by the careers of Virginia McJenkin (school libraries) and Mary Louise Rheay (public libraries).

Qualifications for the award:



- Must have made outstanding contributions to GLA as an individual new to the profession.
- Must currently be employed in a Georgia library and have been employed in a Georgia library for three years.
- Must be a graduate of a library school accredited by the American Library Association or approved by the Board of Regents of the University System of Georgia, or an NCATE approved master's degree program in media education.
- Must have completed his/her master's degree within the last 10 years.
- Must be a current member of GLA and have been a member for at least 3 years.

**The Bob Richardson Memorial Award** was established by the Executive Board in 1999 in recognition of Bob Richardson's dedicated service to the Georgia Library Association. It honors those who have given outstanding service to the Georgia Library Association.

Qualifications for the award:

- Must have made significant contributions to GLA through unselfish, dedicated service to the organization. This service should reflect involvement requiring extensive investment of time and effort.
- Must be a current member of GLA and have been a member for at least 3 years.
- All GLA members are eligible for the Bob Richardson Memorial Award.

**The Nora Symmers Paraprofessional Award** was established by the Executive Board in 2001. It is named in honor of Nora Symmers, an outstanding paraprofessional member of GLA. The Nora Symmers Paraprofessional Award recognizes an individual's contribution to GLA and the Paraprofessional Division through their efforts to promote and support the Paraprofessional Division and to encourage paraprofessional participation in GLA.

Qualifications for the award:

- Must have made significant contributions to the Paraprofessional Division.
- Must have been employed in a paraprofessional position in a Georgia library for at least three years.
- Must be a current member of GLA and have been a member for at least three years.

**The Charles Beard Library Advocacy Award** was originally called the Library Advocacy Award. It was renamed in 2003 to honor Charles Beard, Georgia's strongest library advocate. The Charles Beard Library Advocacy Award is given each year to recognize someone not employed in or by a library who has made outstanding contributions to libraries.

Qualifications for the award:

- Must have made outstanding contributions to libraries at either the local, state or national level.
- Must NOT be a library employee, a library support service employee or a library vendor employee.
- GLA membership is NOT required.

**Honorary Memberships** are given to retired members of the Georgia Library Association who have contributed significantly to the work of the Association over a period of years. No more than three Honorary Memberships will be presented during any year.

A certificate of honorary membership will be awarded during the Annual Conference.

Qualifications for honorary membership:

- Must be a person who has held a major office(s) in the Association or who has rendered outstanding service to sections, committees, roundtable, etc.
- Must be retired from librarianship. GLA members retired from one library position and employed in a new library position are deemed ineligible for GLA Honorary Membership prior to final retirement.
- Must be a member of GLA upon retirement and have been a member for at least three years.

**The Library Support Services Award** is given each year to recognize someone employed in a library support profession who has furthered library development or who has made outstanding contributions to Georgia libraries as part of his or her job or business. The award winner could be a vendor employee, an employee of an office or department that supports library services, or an employee of an individual institution.

Qualifications for the award:

- Must have provided outstanding support to further library development or made outstanding contributions to Georgia libraries as part of his or her job or business.
- Must be employed in a library support service profession or be a library vendor or employee.
- Must NOT be a practicing librarian.
- GLA membership is NOT required.

**GLA team award:** This award was established by the Executive Board in 2012. This award honors a team that has excelled in the past year by offering innovative programming or services, performing or acting on assessment activities, undertaking a successful outreach or promotion effort, or providing outstanding support of an individual Georgia library or Georgia libraries as a whole. Any group of two or more people, working in a Georgia library (or enrolled in an MLIS program and affiliated with a Georgia library), of whom all are current GLA members, is eligible.

Qualifications for the award:

- Team members must have provided an outstanding service to a Georgia library by undertaking one of the initiatives listed above.
- All team members must be members of GLA.
- All team members must be either working in a Georgia library or be information sciences or library school students affiliated with a library (student assistants or interns, for example.)
- Individuals can receive the Team Award multiple times if they are on teams, committees, etc. consisting of different eligible members and formed for separate and

independent purposes. If a team has won the GLA Team award in the past and these has been no significant change to the membership of the team, that team is ineligible for this award.

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## **Budget Committee**

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At the meeting of the GLA Executive Board on January 7, 1956, a motion was passed providing for the appointment of a Budget Committee, which is appointed by the President from the membership of the Executive Board subject to the approval of the Executive Board. The President will serve as chairperson of this committee, and the Treasurer will also serve on the committee. Other committee members may be appointed by the President from the Executive Board.

The Budget Committee has the responsibility of preparing the annual budgets of the Association and the investment of its funds. All budgets are presented to the Executive Board for approval.

## **Constitution and Bylaws Committee**

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The committee, consisting of a Chair and other named members, is appointed annually by the President. Its function is to keep the Constitution abreast of the times. Suggestions from members are welcomed by the Chair.

The earliest record of a committee was in the period of 1941-44 with Miss Ella May Thornton as Chair. Work on the Constitution evidently continued under the chairmanship of Charles H. Stone from Mercer, who presented the Constitution and Bylaws at the Conference in Atlanta on April 22, 1949. To reflect changes in the organization of the Association, the Constitution and Bylaws were rewritten and approved at a special meeting in Atlanta on March 30, 1984.

## **Georgia Libraries Conference Committee**

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The First Vice-President/President-Elect chairs this Committee. Since 1988, The Georgia Library Association has participated in the Council of Media Organizations Conference. Since 1990, The COMO Conference was the annual conference for GLA. The four organizations comprising COMO were: the Georgia Library Association (GLA), the Georgia Association for Instructional Technology (GAIT), Georgia Library Media Association (GLMA), and the Georgia Educational Publishers Association (GEPA). Conference responsibilities were rotated among GLA, GAIT and GLMA. These responsibilities include: Overall Conference Chair, Registration, Program, and Exhibits. A schedule of these rotated tasks is available.

The name of the conference changed in 2016 to Georgia Libraries Conference. It is now the annual joint conference of GLA, GAIT, and GLMA. Historical information and guidelines for the conference committee are located in Appendix 1 of the *GLA Handbook*.

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## Georgia Library Quarterly Editorial Board

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*Georgia Library Quarterly*, the official journal of the Georgia Library Association, began in March 1964 as *The Georgia Librarian*. Its primary purpose is to communicate information about the business and activities of the Association and its divisions, interest groups, and committees to the membership. A further purpose is to communicate news of Georgia libraries and librarians, as well as information of interest to them.

### History

GLA President Walter T. Johnston appointed the first Editorial Board of *The Georgia Librarian* during the 1963-65 biennium. GLA members responsible for the first issue were Grace Hightower, editor, and Porter Kellam, Helen Fattig, Sarah Maret, and Mary Edna Anders. The number of board members has varied over the years.

### Organization

The Editorial Board consists of a chair who serves as editor and members who represent academic, public, school and special libraries. The editor is appointed by the president with the approval of the Executive Board, which also appoints the members of the Editorial Board in consultation with the editor. An associate editor, book review editor, advertising manager, and additional supporting editors may be named. The editor and members of the board are appointed for two-year terms and may be reappointed.

### Guidelines

1. The Editorial Board is responsible for planning, collecting materials, editing, and issuing *Georgia Library Quarterly* at regular intervals.
2. The Editorial Board is responsible for implementing the editorial policy of *Georgia Library Quarterly*.
3. Final decision for publication is made by the editor.
4. Any changes in the editorial policy must be approved by the Executive Board.

### Duties

1. The board confers with and advises the editor on all policies governing *Georgia Library Quarterly*.
2. Each member of the board assists the editor in the solicitation of articles, gathers news for submission to the editor, and assists in copy preparation.
3. The editor holds final responsibility for all copy and deals with issues related to the digital publishing platform.
4. The contracting service which maintains membership records supplies the editor with mailing labels. The service also maintains subscription records and the exchange list, supplying those labels as well.
5. The editor preserves a digital copy of the publication separate from the publishing platform, and copies are also preserved with the Association archives.
6. The editor serves as an ex officio member of the GLA Executive Board.

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## **The Georgia Student Media Festival Committee**

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The first Georgia Student Media Festival committee was organized in the fall of 1976 and was sponsored by the Georgia Association for Instructional Technology (GAIT). For many years the Georgia Library Media Association (GLMA) was also a sponsor. Currently the Georgia Student Media Festival is sponsored by GLA and GAIT in partnership with Georgia Public Broadcasting.

The purpose of the Georgia Student Media Festival is to stimulate student interest and involvement in all types of media production. This is accomplished by providing an opportunity for students to show their work to an interested audience, to have the work critiqued by a panel of expert judges, and to be stimulated by the work of other students.

K-12 festival activities progress through three successive levels: local, system, and state. Entries must be evaluated at each level and receive a superior rating in order to proceed to the next level. Private schools are responsible for contacting the public school system in their geographic area for information on system or state level judging. Home school students should check with local K-12 schools to find local school media festivals in which to participate.

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## **Handbook Committee**

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The Handbook Committee, appointed annually by the President, consists of a Chair, Vice-Chair, Immediate Past Committee Chair, Immediate Past President, and the First Vice-President/President-Elect. The Handbook Committee Chair serves as a non-voting member of the Executive Board, attending Executive Board meetings for the purpose of ensuring changes to the Association are recorded in a timely and accurate manner in the Handbook.

The primary responsibility of the Handbook Committee is to keep the GLA Handbook updated on a continual basis. The GLA Handbook consists of the current GLA Constitution and Bylaws, descriptions of Executive Board members and duties, division bylaws, interest groups and standing committees. Additionally, the Handbook includes separate Appendices with selected Association historical information.

With each substantive change to a portion of the Handbook, a record of the change should be made at the end of the Handbook and a new version placed on the GLA website. Older versions of the Handbook should be retained for historical purposes; while it may not be necessary to archive permanently every minor revision of the Handbook, versions reflecting substantive changes should be retained. If the archive is able to house electronic documents, an electronic copy may be preserved. Otherwise, a physical copy should be printed and mailed to the archives or transferred to the archivist at the annual meeting.

## **History**

A Handbook Committee was created in 1967 to collect all available information about the Georgia Library Association's history, purpose, organization, and functions to be put in one book. At that time, a copy was given to all Executive Board members, Round Table Chairs, and certain committees, with the understanding that the Handbook would be passed along to each successor for the succeeding year. In 1985 a loose-leaf edition of the Handbook was distributed to each

member of the Association. In 1989 the Handbook was transferred to computer disks, and eventually into a set of WordPerfect files. In the 1991-93 biennium the Handbook became available in several formats: print, computer disk, and online through the Georgia College EDUNET service. GLA officers received printed copies, and print or disk copies could be purchased by others for a nominal fee. In 1998 the Handbook was made accessible electronically on the Internet, via the GLA homepage, for all GLA members and the public. After that time, print copies were no longer distributed.

Note: The Handbook Committee assumed the duties of the Conference Manual Committee in 1971 and the Directory Committee in 1984. In 2002 the Executive Board voted to eliminate the Directory of Libraries, which had been maintained by the Handbook Committee in favor of links on the GLA homepage to online lists of Georgia libraries.

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## **Marketing and Branding Committee**

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The mission of the Marketing and Branding Committee of the Georgia Library Association is to promote the Association and GLA events; to manage the marketing and branding of the Association; and to manage GLA's website and social media platforms.

The Marketing and Branding Committee has existed under various names since the latter 1940s. Until the advent of National Library Week in the latter 1950s, the Publicity Committee primarily disseminated information about GLA and the Association's Annual Conference to Association members. In 1970, the Committee broadened its mission to include publicity of all state library activities. On January 3, 1979, the Executive Board formally chartered the Publicity Committee to "embrace National Library Week, Book Week, the Annual Conference, and in general support the work of the Association." In March 1984, the Publicity Committee was renamed the Public Relations Committee, and its mission was further expanded to include promotion of state library activities to audiences beyond the Association membership.

In December 2016, the Public Relations Committee was renamed the Marketing and Branding Committee to reflect the expansion of the Committee's mission to include the GLA website and social media platforms, as well as the Committee's return to emphasis on marketing the Association and its events. The Marketing and Branding Committee sets standards for social media, listservs, and digital communications for the Association and its committees, divisions, interest groups, and roundtables. The Committee no longer provides promotional support for all state library activities, nor public relations support to member institutions.

In December 2017, the Executive Board approved three new documents by the Marketing and Branding Committee: a Public Relations Communication Policy; a Marketing and Branding Communication, Website, and Social Media Style Guide; and a Georgia Library Association Brand Identity & Usage guide. See the Handbook Appendices for these documents.

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## **Membership Committee**

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The Membership Committee is a Standing Committee appointed by the President with the approval of the Executive Board. The Second Vice-President serves as its Chair and the Administrative Services Coordinator serves as an ex-officio member (GLA Bylaws, Article IV, Section 1-c). In selecting members for this committee, an effort should be made to include members from different types of libraries and from various parts of the state in order for the Committee to have a better connection with potential GLA members.

The Membership Committee's purpose is to suggest and foster plans designed to solicit new memberships and encourage renewal of memberships of all librarians, active and retired; paraprofessionals; library/media graduate students; and library trustees, friends, and advocates.

The Association provides several types of membership. The Executive Board determines dues annually. Dues listed below are for the 2012 membership year.

- a. Regular - librarian/media specialist or library/media administrator - \$35.00.
- b. Paraprofessional - library or media center support staff - \$12.00.
- c. Student/Non-Salaried - library science or media student, library volunteer, or student assistant - \$12.00.
- d. Trustee/Friend - library trustee, library board member, or friend of the library - \$20.00.
- e. Retired - retired member - \$25.00.
- f. Supporting - membership which includes a donation to the Association - \$75.00.
- g. Sustaining - membership which includes a donation to the Association - \$100.00.
- h. Benefactor - membership which includes a donation to the Association - \$125.00.
- i. Organizational (non-profit) - library, media center, or other non-profit organization. Membership is for the organization and does not include membership benefits for individual employees - \$50.00.
- j. Corporate - corporation or for-profit organization. Membership is for the corporation and does not include membership benefits for individual employees - \$150.00.
- k. Honorary - a one-year membership bestowed to certain award winners.
- l. Life membership for retired members - an honorary membership bestowed by the Awards Committee to nominees that have contributed significantly to the work of the Association.

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## **Nominating and Elections Committee**

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The name of the committee changed from the Nominating Committee to the Nominating and Elections Committee in 2017. The Nominating and Elections Committee consists of a Chair or Co-Chairs and as many as four other members, ideally representing public libraries, school media centers, college and university libraries, and special libraries. Association members may volunteer for the Nominating and Elections Committee on their committee preference forms. If fewer than five volunteers commit by or during the annual Mid-Winter Meeting, the President, with the approval of the Executive Board, may appoint a Chair or Co-Chairs and other members as necessary to meet the committee requirements. This Committee prepares a slate of officers for presentation to the membership. (See Bylaws, Article II, Section 1, for the procedure.)

## Records Committee

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In 1970 a committee was established to assemble all records of the Georgia Library Association in a workable order. These archival records are currently held in Archives and Special Collections of the Odum Library at Valdosta State University.

Preliminary work was done by the Chair, Miss Sarah Jones, assisted by Miss Virginia McJenkin, the Executive Secretary, Mrs. Ann Cobb and the President. The Executive Board recommended that the Committee be continued in order to keep the records up-to-date.

The committee consists of a chair, ideally the director of the Archives or Special Collections where the GLA papers are housed, plus other members who are willing to work on specific projects. The Secretary of the Executive Board is responsible for collecting the current records at the end of the year from the Executive Board and forwarding them to the Archivist.

The Committee's functions are:

1. To receive, sort and prepare the records of the Georgia Library Association. These include Division, Interest Group and Committee files.
2. To keep copies of all conference programs; *Georgia Library Quarterly*; Executive Board minutes; Treasurer's records; and other official records.
3. To forward the records to the official archives.

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## Scholarship Committee

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The purpose of the Scholarship Committee is to administer the Scholarship Program of the Association. The Committee consists of a Chair and Vice-Chair/Chair-Elect and any member of GLA who volunteers to serve on the committee.

The primary functions of the Committee are:

- To create or revise requirements for awarding any scholarship granted by the Association.
- To publicize the Scholarship Program.
- To answer all requests for information.
- To judge the applications and award the scholarship(s).
- To assure that the conditions of the award are adhered to by the recipients.
- To solicit additional funds for the Hubbard and Beard Scholarships (for example, by running a prize raffle at the annual GLC conference) and to encourage the establishment of additional scholarship grants.
- To acknowledge scholarship donors who have contributed \$50.00 or more during a calendar year.
- To request the disbursement of funds to scholarship winners.

The administration of the Hubbard and Beard Scholarships is the primary concern of the Scholarship Committee. Each year many applications are received and selecting the best applicant is a high priority. The chairperson has been responsible for answering requests for



information and for distribution of application forms. Up-to-date information has been submitted for incorporation in publications or websites such as The Annual Register of Grant Support, which lists financial aid for library school students. Announcements have been placed in professional journals such as Georgia Library Quarterly and sent to regional listservs.

### **C. S. Hubbard Scholarship**

The origins of the Hubbard fund are obscure. *The Georgia Libraries News Bulletin* (v. 17, no. 2, December, 1962, p.5) states it was created in 1960 to honor C. S. Hubbard, for many years Director of the Division of Instructional Materials and Library Services of the State Department of Education. The purpose of the scholarship is to recruit excellent librarians for Georgia and provide financial assistance toward completing a Master's Degree in Library Science.

Currently the committee awards one \$3,000 scholarship per year.

### **Charles E. Beard Scholarship**

The Beard Scholarship of the Georgia Library Association is made possible by friends and colleagues of the late Charles Edward Beard who served libraries and the library profession for almost 40 years with distinction and dedication. The purpose of this scholarship is to provide financial assistance toward completing a Master's degree in library science for candidates who show strong potential to inspire and motivate their peers in the profession and in professional associations.

Currently the committee awards one \$1,500 scholarship per year.

Information regarding applications and regulations may be obtained from the Chairman of the Scholarship Committee or the Administrative Services Coordinator.

### **Qualifications for the Hubbard Scholarship**

The Scholarship recipient must:

- Be completing the senior year in an accredited college or university or be a graduate of such an institution.
- Be accepted as a student in a master's degree program or higher level at a library school accredited by the American Library Association.
- Be ready to begin a program of study not later than the Fall term of the year in which the scholarship is awarded.
- Indicate an intention to complete degree requirements within three years.
- Maintain a passing grade average throughout the program
- Agree to work for one year following graduation from library school in a library-related capacity in Georgia or agree to pay back a prorated amount of the Award plus interest at the existing rate for federal Guaranteed Student Loans at the time repayment commences. Repayment must be made within a two-year period. The GLA Treasurer, Administrative Services Coordinator, and Scholarship Chair will assume responsibility for collecting this repayment.

Past recipients are listed in the Handbook appendices.

## **Student Assistants Committee**

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The Student Assistants Committee has the responsibility of conveying to the student library assistants of Georgia the support, encouragement and cooperation of the Georgia Library Association. The purpose of this committee is:

1. To inform the student library assistants throughout the state that GLA is supporting them and wishes to assist them in their state organizations.
2. To give more recognition to the activities of student library groups.
3. To urge membership and participation in local, district, and state organizations because of the value and importance of the learning experiences that could lead to a career in librarianship.
4. To encourage librarians to recognize and develop leadership qualities of local assistants who might become officers in district and state organizations.

The Georgia Association of Library Assistants (GALA), a student organization, was founded March 29-30, 1957 at a meeting sponsored by the Student Assistants Committee of the Georgia Library Association. At this meeting, a constitution was drafted and adopted, and the first state officers were elected. In September 1976, the name was changed to the Georgia Association of Media Assistants (GAMA) to better reflect the philosophies of the association, which advocate the use of all forms of communications in our school media centers.

GAMA is governed by an Executive Board comprised of an Executive Council (officers of the Association, chairs of Standing Committees, and the presidents of district organizations) and an Advisory Council (Chair of the Student Assistants Committee of the Georgia Library Association, Chair of the School Media Division of the Georgia Library Association and the library/media specialist-sponsors of all members of the Executive Council). The Executive Board meets three times a year and acts for the association between conventions according to the stated guidelines in the Lamppost, the GAMA handbook.

A convention is held each year for all GAMA members. At this annual meeting the student library/media assistants attend workshop sessions that deal with the various facets of library-media center operations and take part in business meetings that concern the continuing operation and future direction of the Association. Various awards and citations are also given to those library/media clubs that have done an exemplary job during the year to promote their library/media centers or have created outstanding scrapbooks, bulletin boards, or media displays. The four most outstanding clubs receive awards of \$50.00 each to be used at their discretion in their library-media centers. Presently GAMA awards an annual scholarship of \$900.00 to a future media specialist.

The Georgia Library Association and the Georgia Library Media Association are the parent organizations and sponsors of GAMA. These two organizations support endeavors and activities, and extend both assistance and advice when the need arises. The Chair of the Student Assistants Committee of GLA and the Chair of the GAMA Committee of GLMA are members of the GAMA Executive Board and have traditionally been the official liaisons between GAMA and the two parent organizations.

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## **Miscellaneous**

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I. The Georgia Library Association (GLA) is a registered domestic non-profit corporation in the State of Georgia—Control Number 20051261. GLA’s incorporation documents include a “Registered Agent” with a physical Georgia address which is deemed as the current GLA Secretary. The incorporation documents also list the current GLA President and GLA Treasurer as “Incorporators.” The GLA Treasurer must file and pay for an annual registration online with the Georgia Secretary of State each year before April 1<sup>st</sup>. During this registration process the current “Registered Agent” and “Incorporators” should be updated.

II. The Georgia Library Association has tax exempt status as a 501(c)(3) non-profit corporation through the United States Internal Revenue Service—Tax ID Number 58-6043537.

III. GLA Community Agreements:

- A. GLA is strongly committed to diversity, equity, inclusion, and the free expression of ideas. These values are delineated in ALA Policy A.1.4 – Core Organizational Values and Policy B.1.2 – Code of Professional Ethics. All participants and exhibitors are expected to observe these agreements in all conference venues, online venues, and conference social events. Participants asked to stop a hostile or harassing behavior are expected to comply immediately. Please contact the [GLA Executive Board](#) if you believe you have been harassed or that a harassment problem exists. All reports will be directed to the GLA President, who will determine and carry out the appropriate course of action, and who may consult with and engage other GLA Executive Board members, leaders, and legal counsel as appropriate. Event security and/or local law enforcement may be involved based on the circumstances. A follow-up report will be made to individuals who report harassment.
- B. Georgia Library Association [membership.gla@gmail.com](mailto:membership.gla@gmail.com)
- C. At the GLA Conference and other GLA events, you agree to:
  - 1. Respect the boundaries of other attendees.
  - 2. Look out for one another.
- D. Behaviors such as, but not limited to, the following will not be tolerated at GLA Conferences and GLA events:
  - 1. Invasion of privacy, including harassing photography or recording.
  - 2. Being disruptive, drinking to the point that you cannot participate appropriately, stalking, following, or threatening anyone.
  - 3. Abuse of power, including abuses related to position, wealth, race, or gender.
  - 4. Homophobia, racism, or behavior that discriminates against a group or class of people.

5. Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, political affiliation, appearance, or other group status.
6. Sexual harassment of any kind, including unwelcome sexual attention and inappropriate physical contact.

#### IV. Co-Host and Partner for GLC

##### A. Definitions

- a. Co-hosts are organizations that participate on an equal level to GLA in putting together the conference through participation in committees and other conference tasks. Co-hosts are eligible for profit sharing.
- b. Partners are groups that will participate by having a dedicated programming space at the conference at no charge. Partners will not be eligible for profit sharing.

##### B. Accounting

- a. GLA will maintain a separate bank account and set of books for conference expenses.
- b. Conference books will be finalized immediately after the conference to remit appropriate funds to each co-host.
- c. Books will be available to be audited on demand by any co-host.
- d. GLA will provide the conference treasurer for GLC.
  - i. The conference treasurer will provide timely updates related to conference costs, projected revenues, number of exhibitors, number of attendees, etc. to co-hosts so they can plan projected conference profit (see below).
- e. GLA will provide the seed money for the conference using the previous year's conference revenue.

##### C. Conference Committee

- a. The GLA President will be the conference chair.
- b. The Conference Chair will work in conjunction with the presidents/chairs of co-hosts to manage the appointment process of co-host members to the conference planning committee.
- c. Each co-host will appoint 3-4 members to the Conference Committee
  - i. If a committee member is a member of more than one co-hosting organization, that committee member will only count for one co-host. That member must establish who they are representing at the conference committee's first meeting.
- d. Current sub-committees include, but are not limited to:
  - i. Registration
  - ii. Program
  - iii. Food
  - iv. Exhibits
  - v. Special Events
  - vi. Local Arrangements

##### D. Co-Hosts

- a. Expectations for Conference Co-Hosts include, but are not limited to the following:

- i. Inform GLA Executive Board of intent to co-host upcoming year's conference in October of the year (i.e. co-hosting in 2020 is due by October 2019).
- ii. Appoint 3-4 members to the Conference Committee, who will participate in the Conference Committee sub-committees.
  - 1. Each co-host will have at least one member on the program planning committee to help assess programs for the conference.
- iii. Actively engage the conference treasurer around money-related matters.
- iv. Inform GLA about how many slots they would like reserved for programming specifically from their organization.
- v. Participate in reconciliation regarding conference costs
- b. Co-hosts will have the opportunity to hold special events (board meetings, meals, awards ceremonies, etc.) at the conference. The co-host will be solely responsible for all expenses related to these events.
- c. Benefits for Conference Co-Host include, but are not limited to the following:
  - i. Members will attend GLC at member's rate. Attendee only has to be a member of one group to receive the rate.
- d. Profit-sharing:
  - i. All expenses will be paid for the conference out of the proceeds gathered during the event. The remaining money will be considered the conference profit.
  - ii. Each co-host will receive a share of the profits proportionate to the number of attendees that that co-host has in attendance.
  - iii. If an attendee is a member of multiple organizations, that attendees presence in the count will be divided and the portion given to each of the constituent organizations.
  - iv. All shares will be rounded to the nearest hundredth.
  - v. Once the number of shares of each group is determined, the value of each share will be determined by dividing the total number of conference shares into the total profit.
  - vi. Any costs directly related to a particular co-host will come out of that co-hosts share of the proceeds after expenses.
  - vii. In the event a co-hosts cost exceeds their share of the proceeds after expenses, they will be liable to pay those costs to GLA. Failure to pay these costs will block this co-host from co-hosting GLC in the future until accounts are balanced.
  - viii. Any disputes related to profit-sharing or expenses should immediately be brought to the attention of the conference treasurer who will adjudicate the matter.

#### E. Conference Partners

- a. Expectations for Conference Partners include, but are not limited to the following:
  - i. Provide programs for a set block of time (3 on Wednesday, 6 on Thursday, and/or 3 on Friday)
  - ii. 12 months out notification (October of preceding year) of intent to partner
    - 1. Must include total number of days/blocks participating
    - 2. Must include contact person from Executive Board/leading group from upcoming year
    - 3. Must be approved by the GLA Executive Board who may cap partners based on space or other logistical concerns
  - iii. Inform Conference Program chair no later than May 31<sup>st</sup> of the names of programs, presenters, and confirmation that programming blocks have

been filled. Must include all information that is typically on the GLA Program Submission Form.

- iv. Inform Conference committee of any other events that need space at conference (board meetings, meals, etc.).
    - 1. Tickets to meals will be on general conference registration.
    - 2. GLC co-hosts will keep the money from ticketed events to offset costs.
  - v. Conference representative from group should attend Tuesday walkthrough of conference space (may be a delegate if needed).
  - vi. Attend programming meetings of the Georgia Libraries Conference throughout the year as required by the programming chair.
  - vii. Encourage members to attend conference. Encourage members to provide feedback after conference.
  - b. Benefits for Conference Partners
    - i. Exposure for organization
    - ii. Availability of programming for members of the conference partner
    - iii. Members are able to attend entire GLC at member rate
    - iv. Ability to work with GLC team for members only events (meals, exhibit hall space, board meeting sessions, etc.)
      - 1. \*note: would carry charges that partner would be responsible for paying
    - v. Notate room's programming in program as being from your organization.
  - c. Options for programming:
    - i. Partner would book a room at the conference and conduct own programming
    - ii. Partner would submit programs to the general pool of programs
- F. GLA Post-Conference Responsibilities
- a. Evaluate partners and co-hosts and provide recommendations to incoming Board about future partnerships and co-hosts.
    - i. Recommendations should provide feedback on the effectiveness of co-hosts in providing support for the conference and whether based on that support, they should be considered for co-hosting in the future.

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## ***Handbook Substantive Changes Record***

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October 2012: Bylaws. Article 1. Dues. Removed requiring additional fees for divisions and interest groups beyond four. (Approved by membership vote at COMO, Oct. 2012)

October 2012: Constitution. Article VI. Chapter in the American Library Association. Section 2. Nominations. Added: The election of the new Councilor will take place one year before the end of the term of the sitting Councilor to allow the sitting Councilor to serve as a mentor for the new Councilor. (Approved by membership vote at COMO, Oct. 2012)

October 2012: Bylaws. Article V. Committees. Standing Committees list updated. Added Budget Committee, Georgia Student Media Festival Committee, and Public Relations Committee. Removed Auditing Committee, Conference Site Selection Committee, and Publicity Committee (Approved by membership vote at COMO, Oct. 2012)

October 2012: Bylaws. Article VII. Expenditures. Ended Auditing Committee and added arranging annual audit to duties of Executive Board. (Approved by membership vote at COMO, Oct. 2012)

March 2013: Name of School Library Media Division changed to Georgia Association of School Librarians. Updated name throughout handbook (approved at GLA Executive Board Meeting, 3/22/13)

November 2013: Handbook Committee membership and description updated. (Approved at the GLA Executive Board meeting at COMO on Oct. 9, 2013.)

November 2014: Paraprofessional Division bylaws were changed: GLA Paraprofessional Awards were changed to the GLA Paraprofessional Grants.

November 2014: The section covering the GLA Budget was updated to reflect that the maximum amount distributed to a group receiving the GLA Team Award will be \$500. (Approved by the Executive Board at the April 2014 meeting)

November 2014: Records Committee membership information was changed. (Approved by the Executive Board at the Oct. 1, 2014 COMO meeting)

November 2014: The New Members Roundtable section was updated to remove the section about the wiki, as it is no longer active. (Approved at the GLA Executive Board meeting at COMO on Oct. 1, 2014).

January 2015: The Awards Committee section was updated to clarify how the Team Award cash prize will be distributed and how many times an individual can receive the Team Award.

January 2015: Details about the GLA Team Award were updated. Small changes were made to the description, and details about how many times an individual and a team can receive the award.

January 2015: "A representative from the Carterette Webinar Team" was added to the list of non-voting members of the Executive Board.

January 2015: The Budget Committee membership was changed to include the President and Treasurer and anyone else that the President shall appoint (previously it had been listed as the

Past President). Sections affected include Article VII, Section 1; Section III part A (Nonvoting members – Immediate Past President), and the Budget Committee section of the Handbook.

February 2016: Sections from Article IV, Article IX, and Article X of the GLA Constitution were changed to reflect current voting practices. (Approved by the Executive Board at the January 22, 2016 GLA Midwinter meeting)

February 2016: The Description of the Advisor to the President was changed, at the request of the GLA President. (Approved by the Executive Board at the February 12, 2016 meeting)

February 2016: The Objectives Section of the Library Services for Persons with Disabilities Interest Group was changed at the request of the Interest Group Council Chair. (Approved by the Executive Board at the February 12, 2016 meeting)

February 2016: The name of the Assessment Interest Group was changed to the Research and Assessment Interest Group, along with substantive changes to their history and bylaws, at the request of the Interest Group Council Chair. (Approved by the Executive Board at the February 12, 2016 meeting)

February 2016: The Genealogy and Local History Interest Group was created, at the request of the Interest Group Council Chair. A statement of purpose and criteria for membership were added to the Handbook. (Approved by the Executive Board at the February 12, 2016 meeting)

April 2016: An article titled Procedures for Making Changes to the GLA Handbook was added to the Handbook Committee section. These procedures will also be published as a stand-alone document on the GLA website.

April 2016: Article VI (Website) was removed from the Paraprofessional Division section. The section detailed the maintenance of the Paraprofessional Division's section of the website by committee members. Since GLA's webmaster now oversees these updates, the information in the section was outdated.

April 2016: Article V, Sections 1 and 3 of the Constitution were updated to include a Vice-President for Membership and a Vice-President for Marketing and Branding. (Approved by the Executive Board at the April 15, 2016 meeting)

April 2016: Changes were also made to Article II, Section 2; Article IV, Section 1; and Article V, Section 1 of the Bylaws for clarity of language and to reflect the newly-created Vice-President positions.

June 2016: The GLA Executive Board approved at their April 15, 2016 meeting, a proposal by the GLA President to divide the Georgia Library Association Handbook into two components: the Constitution & Bylaws, and the Handbook. The GLA Handbook Chair will maintain responsibility for updating and publishing the GLA Handbook, and the Chair of the Constitution & Bylaws Committee will henceforth be responsible for updating and publishing GLA's Constitution and the Bylaws.

July 2016: The Handbook was changed to reflect the new Vice-President for Membership and the Vice-President for Marketing and Branding, approved by the GLA Executive Board in their April 2016 meeting. These changes to the Handbook were reviewed and approved by the Executive Board on July 21, 2016.



October 2016: The GLA Executive Board approved at their October 5, 2016 meeting a proposal by the Chair of the Interest Group Council to reactivate the Collection Development Interest Group. A new section was added to the Handbook to reflect the group's reactivation.

December 2017: The GLA Executive Board approved changing the name of the Governmental Relations Committee to the Advocacy Committee; the Nominating Committee to the Nominating and Elections Committee; and the COMO Conference Committee to the Georgia Libraries Conference Committee. Also approved from the Marketing and Branding Committee were a new Public Relations Communication Policy; a Marketing and Branding Communication, Website, and Social Media Style Guide; and a Georgia Library Association Brand Identity & Usage guide.

April 2018: In addition to making the approved changes of December 2017 within the *Handbook*, the name of the annual conference was changed from Georgia Council of Media Organizations to Georgia Libraries Conference, which became effective October 2016.

July 2018: The description of the Distance Learning Interest Group was expanded with a statement of purpose, constitution, and bylaws.

October 2018: The Technical Services Interest Group revised their Constitution and Bylaws.

January 2019: The Interest Group Council revised their bylaws. The Collection Development Interest Group revised their introduction, constitution and bylaws. The Interlibrary Loan Interest Group revised their constitution and bylaws.

April 2019: The Government Information Interest Group revised their introduction, constitution, and bylaws. The Space Planning and Facilities Interest Group revised their introduction, constitution, and bylaws.

December 2019: The Gender and Sexuality Diversity Interest Group was added to the Handbook.

April 2020: A global change was made, changing Council of Media Organizations to Georgia Library Conference (except where mentioned in historical context. A global change was made, changing COMO to GLC (except where mentioned in historical context. The Black Caucus Interest Group was added to the Handbook. The Reference and Instructional Services Interest Group revised their constitution and bylaws.

July 2020: Update Academic Library Division Bylaws, update NMRT Bylaws, update Paraprofessional Division Bylaws, update Public Library Division Bylaws, update Georgia Association of School Librarians Constitution, update Special Libraries and Informational Services Division Bylaws, add Miscellaneous section, add GLA Community Agreements, add Co-Host and Partner for GLC,

October 2020: Add Gender and Sexuality Diversity Interest Group Constitution and Bylaws, update Information Technology Interest Group Constitution and Bylaws, update Interlibrary Loan Interest Group Constitution and Bylaw, update Technical Service Interest Group Bylaws, update Collection Development Interest Group Constitution and Bylaws.